

P I T T S B U R G H
**Green Workplace
Challenge**

**2016-2017 Competition
Master Playbook**

Version 25 9/30/16

Pittsburgh Green Workplace Challenge

A Program of Sustainable Pittsburgh

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INTRODUCTION

The Pittsburgh Green Workplace Challenge (GWC) is in its fourth term with the new 2016/2017 competition starting June 1, 2016. The GWC gives businesses, non-profits, municipalities, colleges/universities, houses of worship and K-12 schools the opportunity to include sustainability-based activities in an approachable competition that provides tools, information, and guidance necessary to reduce costs, improve performance, and increase long-term environmental sustainability.

The GWC steps beyond national trendsetters in enabling participants to actively track and receive credit for their verified green actions in a secure environment. Because the GWC involves the verification of potentially sensitive information, **all data used in the competition remains confidential and secure**. Only broad characterizations of competition performance (in the form of competition “points”) and aggregated savings across all participants, are public.

Participants in the competition can track their current point totals using the GWC leader board, which is updated continuously for most actions and at least monthly for energy, water, waste, and transportation actions and displayed on the competition’s website.

The challenge runs for 13 months, ending June 30, 2017, with an awards ceremony to recognize all the participants and their efforts in September 2017.

The GWC is an initiative of Sustainable Pittsburgh, a nonprofit organization that affects decision-making for the Pittsburgh region to integrate the three pillars of true sustainability to Pittsburgh businesses and communities: economic prosperity, social equity, and environmental quality.

NEW ADDITIONS TO THE GREEN WORKPLACE CHALLENGE 2016-2017

New Categories and Actions

The categories of action for GWC 4.0 have been reconfigured for simplicity and efficiency. This year, you will find actions broken down into seven simple categories: Social Equity, Engagement, Energy, Water, Materials Management (Waste), Transportation and Air Quality. You will find actions from previous GWC years have been renamed and categorized to fit within this structure. The actions within these categories have been reordered so that the most essential actions (i.e. pledges, baselines and benchmarks) are listed first. New actions have been added to each category, and are denoted with the word **NEW**.

Note for Municipalities and Universities: We request that you first search the existing categories to find new actions or match your current sustainability practices with actions. If you do not find the action you are looking for within these categories, look in the Municipality or University section, where you will find actions that pertain to municipalities, universities only.

Symbols

At the suggestion of previous participants, we have created a symbol system to help simplify use of this guide.

NEW = actions which are new for GWC 2016-2017

! = actions which are foundational to the category

+ = actions which can be repeated (the action may be submitted multiple times)

= actions which are eligible for a social media bonus

& = actions which contain multiple components (submit only once for a range of points)

▲ = actions intended for tenants



Neighborhood Competition Category

In addition to competing as an individual organization, this year participants may join forces with neighboring organizations to compete at the Neighborhood level in the GWC. To join and compete for a Neighborhood, contact the GWC staff at gwc@sustainablepittsburgh.org or at 412-258-6649 to let the staff know which neighborhood team you will be joining. Eventually the GWC anticipates automating the process at gwcpg.org. Each team's score will include the total points for the 2016-2017 competition (not including legacy points) for each team member, added together. The team competition's core focus is to maximize the collaborative impacts from all team members' actions in the current year's competition. These totals will be compared to those of other competing neighborhoods in the GWC Finale.

By joining forces with your neighbors in this simple way, you will help encourage the growth of sustainable initiatives in neighborhoods throughout Pittsburgh, and demonstrate that every action that each business takes add up towards a more sustainable Pittsburgh.

Note: Participants joining a neighborhood cohort will still compete as an individual organization, and will be eligible for individual recognition in the GWC.

Ribbons

New this year, GWC participants can achieve ribbons of accomplishment in each category. To earn a ribbon, you must first complete the foundational actions in each category (denoted with a !). Then, complete an additional 10 points worth on Instrumental actions (cumulatively, you must earn 20 Instrumental points for a Red Ribbon, and 30 for a Blue Ribbon). For each ribbon you earn, you will also receive an additional cache of 25 points for your demonstrated commitment to taking progressive action in each category of sustainability.

Category Playbooks

This year the GWC has created "playbooks" for each category, intended to guide each participant through the actions in each category at increasing levels of investment, accomplishment and impact. The playbooks include foundational (!) actions for earning a ribbon, and lists suggested Instrumental actions that have been placed in the white/red/blue rows based on progressive degrees of investment. These levels were designed to help your organizations move toward its sustainability goals.

For example, to earn your White Ribbon in Energy, you must start an account with Energy Star Portfolio manager, establish your natural gas and electricity baselines, and pledge to reduce your emissions. In addition, you must earn at least 10 points from non-foundational actions. A suggested list of actions for organizations just beginning to monitor and reduce energy consumption are listed in the playbook under the "White Ribbon" level. These actions require less investment of time and money, and will help inform future energy decisions. Organizations that complete these foundational actions and an additional 10 points worth of instrumental actions will receive a cache of 25 additional points. To receive your Red Ribbon or Blue Ribbon in Energy, participants will follow the same process, but with Foundational and Instrumental actions that require increasing investment of time, money, planning and collaboration for greater measureable impact.

Category Playbooks can be found on the GWC website under the "For Participants" tab.

Actions to Reward Tenant-Landlord Collaboration

The GWC team recognizes that many participants do not have direct access to utility data, or only have access to data for a whole building in which they are one tenant among many. While any action taken towards decreasing energy use is valuable, being able to track and measure that value is the single most significant factor in ensuring continued improvement towards an organization's sustainability goals. With this in mind, the GWC team has created a series of actions designed for tenants and property managers or owners interested in collaborating to create a more efficient and sustainable workplace. These actions highly reward the pursuit of utility data access



via engaging other building tenants and the building manager, ultimately in pursuit of a “Green Lease” or similar agreement.

Sprint Challenges

Similar to Sprint Challenges in GWC 3.0, the GWC 4.0 will feature an action biweekly throughout the competition year. By taking part in the featured action and submitting documentation within the two week time frame, participants will earn one point in addition to those gained through the action alone. Sprint Challenges will be announced the week prior in the GWC Newsletter, often in conjunction with community events, volunteer opportunities, and national and international holidays and days of action.

Standard Innovation Point Scoring

Innovation points will be rewarded on the same scale and structure used to determine the points for existing actions in the GWC. That structure most heavily rewards measurable reductions in emissions-producing activities including energy use, water use, waste production and transportation, followed by actions that directly impact your ability to measure those impacts, then those that increase the scale of sustainability initiatives (typically engagement or outreach activities), actions that lead to reductions in emissions (though direct measurement may not be tracked), and lastly actions which are positive, but do not affect reductions directly. All points are similarly awarded based on the scale of investment of both time and capital.

See Figure 1 on page 12 for a visual of how points are decided.

Legacy Points

In order to reward continued and increasing commitment to sustainable action demonstrated by returning competitors, the GWC will continue to recognize legacy points.

This year, all points from the GWC 2014 - 2015 will be rolled over as 2016 - 2017 legacy points at 50% of the previous value from the final totals except for the following:

- a. No points involving reductions in energy, water, waste, and commuter footprint savings, or engagement actions (points associated with the GWC 2014-2015 actions GP3, GP6, GP10, GP15 and the Engagement category) will be counted in the 2016 - 2017 legacy points.
- b. Any points listed as legacy points from GWC 2014 - 2015 (purple in the leaderboards) will be rolled over again as legacy points in GWC 2016-2017 at 25% of their value. In other words, if an organization had 100 legacy points for 2014 - 2015 GWC, 25 points would be counted towards the 2016- 2017 legacy points.

GWC 3.0 IN REVIEW

Impact of the Green Workplace Challenge June 1, 2011- October 31, 2015

Over the course of three competitions, more than 200 participants have completed 5831 measurable actions, saved enough energy to power over 9700 average US homes for a year (more than 111,000,000 kWh of energy savings) at a value of over \$9 million. Additionally, enough water was saved to fill Heinz field with over 93 ft of water (over 67 million gallons saved). In terms of reductions in greenhouse gas emission, participants saved over 25,600 metric tons of carbon dioxide equivalent, which translates to roughly 651 airline flights of 500 miles: nearly 5 days’ worth of flights leaving Pittsburgh International Airport on a given day. From October 2014 to October 2015, GWC participants reduced landfill waste by 436 tons, or 35% compared to the baseline, and total waste (including compostable, recyclable, and landfill materials) was reduced 517 tons, or 24%.



Final Standings from the 2014-2015 Green Workplace Challenge

The third iteration of the GWC saw 50 active organizations participate in the challenge and complete 1931 actions. The final standings from this third round of the competition were:

Large Business Category Winner: Highmark- 1003 points

Medium Business Category Winner: The Mall at Robinson- 507 points

Small Business Category Winner: evolveEA- 598 points

Micro Business Category Winner: Pashek Associates- 235 points

Medium Nonprofit Category Winner: Carnegie Museums of Pittsburgh- 743 points

Small Nonprofit Category Winner: GTECH Strategies- 722 points

Micro Nonprofit Category Winner: Group Against Smog and Pollution- 431 points

University Category Winner: University of Pittsburgh- 770 points

Municipal Category Winner: Allegheny County- 1353 points

Observer Category Top Scorer: Sustainable Pittsburgh- 175 points

Top Energy Saver: Carnegie Museums of Pittsburgh (21.5% reduction)

Top Water Saver: Carnegie Museums of Pittsburgh (17% reduction)

Top Waste Reducer: Allegheny County (9.4% reduction in landfilled waste)

Top Commuter Footprint Reducer: GTECH Strategies (9.4% reduction)

Top Legacy Performer: Conservation Consultants, Inc (65.5% reduction from 2010-2015)

HOW DOES THE PITTSBURGH GREEN WORKPLACE CHALLENGE WORK?

The Pittsburgh Green Workplace challenge aims to guide participants towards saving money and reducing emissions by using energy more efficiently, to achieve the goals of the 2012 Pittsburgh Climate Action Plan. The Pittsburgh Climate Action plan has the goal of reducing greenhouse gas (GHG) emissions 20% between 2003 and 2020.

The GWC is composed of categories encompassing the various aspects of any organization's day to day operations. Not all of the actions will apply to all organizations, although any organization regardless of size can find dozens of actions that will enhance their sustainability profile.

As an organization that participates in the GWC you will select the actions that you wish to achieve and document progress towards that goal. Those actions will be submitted online for verification and points are awarded. Help to achieve these goals is always available from GWC staff and the SCA Green Cities Fellows who assist with the competition. Fellows are able to meet with you and your green team to provide guidance about the best actions to complete and how to properly document them. GWC also offers points to companies for mentoring others, as well as points for those receiving mentorship (see E9 and E10).

Why should my organization compete?

Sustainability is on the forefront of operational practices for organizations of all types. Leading organizations are evaluating and implementing sustainable policies and practices, which lead to greater efficiency, productivity, and employee performance.



By participating in the GWC, organizations can:

- Capitalize on processes to save money by reducing waste, energy, and water use
- Improve performance
- Maintain a competitive edge
- Better manage utility expenses
- Create a positive work environment
- Gain public recognition for positive achievements
- Connect with others in the community
- Help foster a higher quality of life in Southwestern Pennsylvania

Competitors in the GWC will get regular newsletters about increasing sustainability; access to resources on sustainability; monthly workshops; and a staff ready to provide guidance with personalized advice.

The Green Workplace Challenge registration is **free** for all organizations.

Oversight Committee

Sustainable Pittsburgh has formed an oversight committee for the Green Workplace Challenge in order to provide professional guidance and expertise, ensure that various stakeholders have a voice in the competition and ensure competition fairness. This committee consists of representatives from businesses, organizations, municipalities and universities.

A full list of oversight committee members and the organizations they represent can be found on the Green Workplace Challenge website: www.gwcpgh.org.

Eligibility

All businesses, nonprofit organizations, colleges/universities, municipalities, and K-12 schools with operations in Southwestern Pennsylvania are invited to participate in the Green Workplace Challenge

In order to be eligible to compete, you must:

- Operate in at least one building within Southwestern Pennsylvania
- Complete actions in the following areas outlined in the competition guidebook:
 - Social Equity
 - Engagement
 - Energy
 - Water
 - Materials Management
 - Transportation
 - Air Quality

- Register for the competition on the Green Workplace Challenge website between June 1, 2016 and August 31, 2016 (*Participants that miss the sign-up deadline may still enter the GWC as an Observer.*)
- Although it is *not required* to create and update an EPA Portfolio Manager account to compete in the GWC, it is highly recommended. Many competition points are associated with information regarding energy and water measurement through EPA's Portfolio Manager.
 - If your organization has been located in its current facility for less than one year, you will be unable to input adequate utility information in EPA's Energy Star Portfolio Manager to create a baseline. Portfolio Manager requires 12 months of prior utility usage data to establish a baseline; therefore only organizations that are able to establish baselines are eligible for energy and water measurement actions.
 - Some participants do not have access to their energy and water bills and cannot complete the Portfolio Manager actions. We encourage these participants to work with their building manager or owner to engage building tenants, or otherwise procure their own utility information. See EN1-EN4 for suggestions to begin. If this is not possible, there are plenty of other sustainability actions you can take in your organization.

Measurement Tools

The GWC emphasizes measurable achievements in the areas of energy, water, air quality, waste, and commuter transportation and verifiable actions that build capacity for making a measurable difference. The GWC Competition Guidebook's point system awards the largest proportion of points based on the deployment, use, and reductions based on the following tools:

- EPA Portfolio Manager, which measures energy, water, and greenhouse gas reductions from energy and water usage
- Waste audits, input through your own log, which provides performance measures on waste generation and reduction (including composting, recycling, and total diversion rate).
- CommuteInfo, which provides periodic measures of commuter actions and associated energy, air, and greenhouse gas impacts

Organizations deciding to compete in the Challenge have the best opportunities to win the competition to the degree that these tools are adopted, deployed, and used to measure performance. The Challenge offers training workshops on using these tools to participants in the Challenge (workshops are available to both competitors and observers).

GWC 2016-2017 Competition Categories

Competitors can compete in the following categories:

- Businesses (micro, small, medium, large)
- Non-profits (micro, small, medium, large)
- Municipalities (small, large; by region)
- Colleges/Universities
- K-12 Schools
- Observers for those who want to participate but not compete

Differentiation for Businesses and Organizations:



- Micro organizations (10 or fewer employees)
- Small organizations (11 - 75 employees)
- Medium organizations (75 to 499 employees)
- Large organizations (500 or more employees)

Differentiation for Municipalities, competing against others in the same geography of North, South, East and West.

- Small (24,999 residents or fewer)
- Large (25,000 or more residents)

Actions and Points

The GWC aims to engage both employers and employees in sustainable practices that carry over from the workplace into everyday activities.

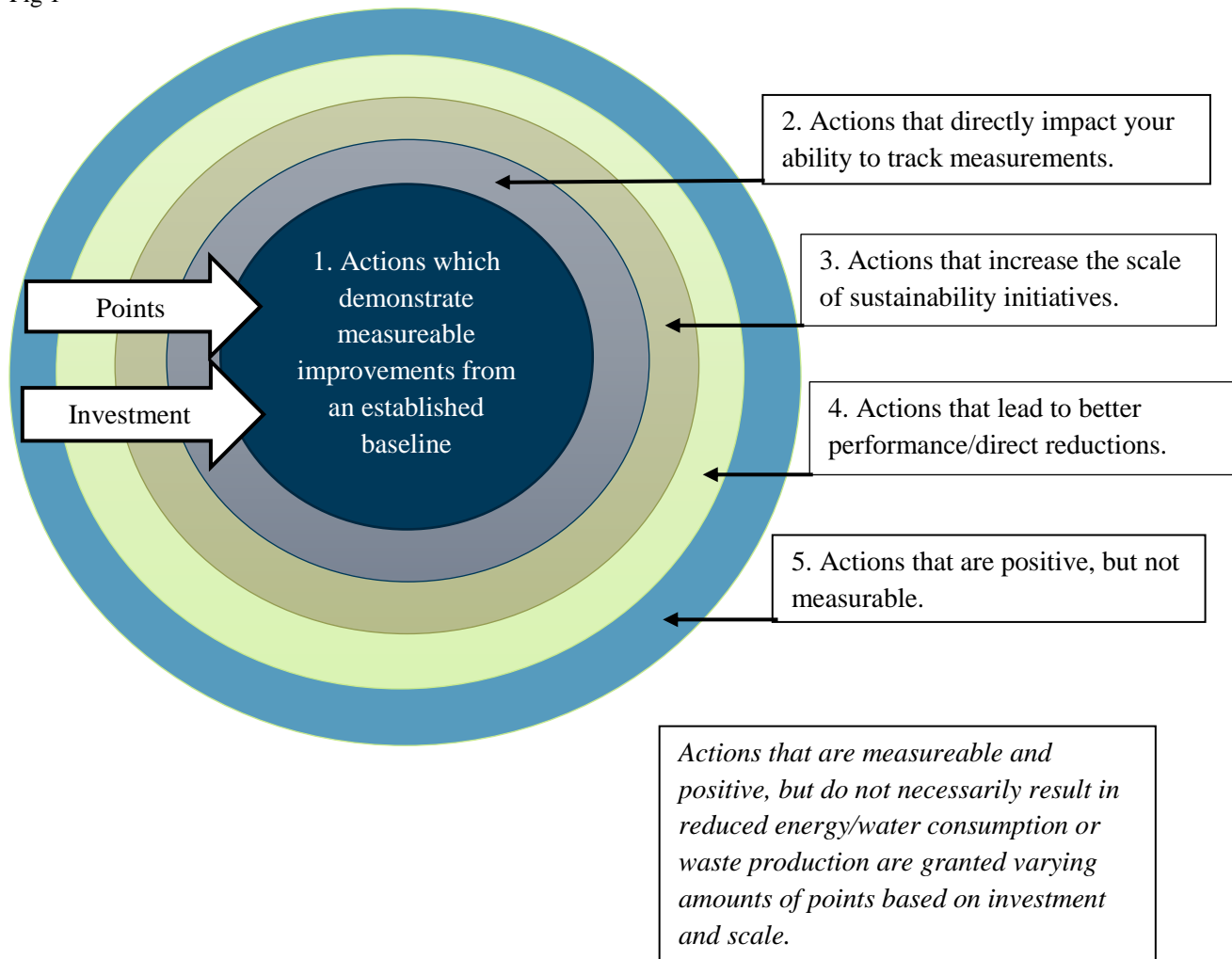
All actions are designed to be measureable and/or verifiable through documentation. The documentation requested in the action descriptions ensures that the results are uniform, fair, and verifiable. This also means that participants will receive appropriate and substantiated credit for their achievements. Completed actions (with appropriate documentation) will be submitted to the Green Workplace Challenge staff via the Green Workplace Challenge website, and a confirmation email will be sent once points have been awarded.

To compete, participants will complete and submit verification of the action items that are listed in this guidebook and on the GWC website. Point values have been set in order to:

1. Highly reward actions which have a **direct, measurable** impact on electric, natural gas, or water usage, greenhouse gas emissions, waste reduction, and commuter impact reduction;
2. Provide incentives for actions and policies that are known to build capacity or result in measurable impact reductions;
3. Reflect the degree of difficulty and/or impact scale of putting actions into practice; and
4. Engage employees broadly throughout the organization.

See the figure below for further explanation:

Fig 1



Points will be awarded upon submission of the appropriate verification materials for each action through the Green Workplace Challenge website. The points related to the EPA's ENERGY STAR Portfolio Manager will be verified when participants create a Portfolio Manager account and use the "Share Facilities" option to make energy usage data visible to Green Workplace Challenge staff. Emails will be sent to participant representatives when points have officially been awarded, or if additional information is required.

Details on how to earn points for each action are listed in the each individual section for each category of actions. Selected actions are repeatable and can receive points multiple times, indicated in the description and verification sections.

New Actions

Many new actions have been added to the GWC to make the competition more inclusive and exciting for new and continuing competitors. New actions are denoted with the word "NEW".

Website

The Green Workplace Challenge website has been updated for the 2016-2017 Green Workplace Challenge. The website features this competition guidebook, which contains all of the actions associated with the competition categories. Actions are also found embedded in each user account, making it easy for participants to select actions



that they have completed, access resources and submit appropriate forms of verification on the website. Each user has the ability to “check off” completed actions and attach appropriate documentation in order to facilitate the communication process for keeping each user account’s status up-to-date. Each account also makes it easy for participants to see which actions they have and have not completed. Resources are available to aide in the completion of each individual action.

CONFIDENTIALITY STATEMENT

The Pittsburgh Green Workplace Challenge recognizes the paramount importance of maintaining the confidentiality of information from participating organizations. All participant data will remain entirely confidential and will be used strictly for verification purposes, for the purposes of awarding points for the competition, and to aggregate program results, such as the overall total amount of energy and emissions saved across all participants in the program, for public reporting.

Only the Green Workplace Challenge Team and Oversight Committee will be able to access the information that is shared in EPA's Energy Star Portfolio Manager and the information that is submitted for verification purposes through the Green Workplace Challenge website. Participating company utility data, costs, emissions, and verification documentation will never be shared with the public or any other entity outside of the Green Workplace Challenge Team and Oversight Committee.

The Green Workplace Challenge will update its leader board page continuously as actions are completed. Energy, water, waste, and transportation savings points will be updated at least once per month. The leader board page displays the total number of competition points awarded to each participating organization, according to the number of verified actions that the participating organization has undertaken. The leader board will be shared with the public.

Participants who create an account on the Green Workplace Challenge website will be able to view the actions that they have completed. This information will not be shared publicly.

The Green Workplace Challenge will share overall competition results, which may include aggregated information across all participants, such as aggregated cost savings, aggregated total amount of reduced emissions, and aggregated total amount of energy savings with the public.

UPDATES

As we move through the GWC year, new actions may be created and existing actions may be edited. A list of edited actions can be found below. Edits will be *highlighted in bold, italicized aqua blue text* within the action where it is found in the category. New actions are included below, as well as at the end of their respective categories. The following include all edits and updates as of September 30, 2016.

EDITED ACTIONS:

- EQ13: Write and implement a recruitment policy to encourage diversity and inclusion
- EQ21: Offer employee wellness programs
- EQ30: Partner with local nonprofits/community organizations to engage the broader community in sustainability issues
- EQ33: Sponsor local sustainability or social equity organizations or campaigns
- E1: If you are a small business (fewer than 50 employees) become a *designated* Sustainable Small Business
- E23: Take the “I am Sustainable Pittsburgh” Pledge
- E27: Create an internal competition within your organization
- E28: Volunteer with local organizations
- E34: Create your own workshops to educate employees about sustainability topics
- E35: Run a training session covering new sustainability policies for staff and employees
- MM3: Reduce your organization’s waste production
- MM4: Increase your organization’s waste diversion
- MM5: Achieve a high diversion rate
- T25: Partner with community entities to advocate for improved bike infrastructure
- T26: Create bike, scooter and pedestrian-friendly *office* infrastructure
- AQ1: Monitor indoor particulate matter in your *home or* office
- AQ2: Monitor radon in your *home or* office
- AQ3: Monitor carbon dioxide in your *home or* office
- AQ4: Monitor carbon monoxide in your *home or* office

New Materials Management Actions:

MM35

Create your Materials Meters in Portfolio Manager (5 points) NEW

EPA’s Energy Star Portfolio Manager has created a new tracking system for waste and materials that mirrors the existing Energy and Water tracking platform.

Recognizing that most waste and recycling haulers do not provide tracking data to customers, the new Portfolio Manager tool relies on visual estimates of the fullness of waste containers, or weighted measurements of various waste streams. This new tracking system is an excellent tool for tenants of a building who want to better manage their office’s waste and recycling, as you

1. From your already create Portfolio Manager account (action EN5), click on the “Waste & Materials” tab.
2. Click the blue “Set up Waste & Materials” button.
3. Create individual waste & materials meters by choosing from the 29 different types of Waste/Materials. These can be general (i.e. “Trash”, “Mixed Recyclables”, “Compostables”), or specific by individual type of material (i.e. “Paper- Copy Paper”).

4. Identify a Waste Management Method for each stream: “Recycled”, “Composted”, “Donated/Reused”, or “Disposed”. Note that if you choose “Disposed”, you will have to further select the disposal destination in your meter (“Landfill”, “Incineration”, “Waste to energy” or “Other/Unknown”).
5. After you have created a meter for all the waste, recycling, reuse/donation and composting streams you would like to track, go the next page.
6. Select the frequency that the waste stream is hauled away- either “Regularly”, as in a recycling bin that is emptied once a week, or “Intermittently/one-time only”.
7. Select how you are measuring the waste stream. Select either “I know the weight or volume of the waste/material”* or “I only know the size of the bin/dumpster”.
 - a. For “I only know the size of the bin/dumpster”, you must know the size and unit of your container. Select the date that you began tracking the weight or container size of your waste stream- it will likely be the current date, unless you were previously tracking waste weight or container size.
8. Upload your waste & materials data. This may occur at the time of setting up your meters, or continuously throughout the year, depending on the kind of meters you have created and the data you have available.
 - a. If you selected “Regularly” for some waste streams, you will enter your waste data similar to how you would enter water or electricity meter data- on a timeline, without any gaps.
 - i. If you selected “I only know the size of the bin/dumpster”, you will enter the number of times the bin was emptied in a given period, and the average percent full of each pickup (or pickups in a given period). If you selected “I know the weight or volume of the waste/material”, you will enter the weight of the material picked up in a certain period, in the units you identified for that waste/material.
 - b. If you selected “Intermittent/one-time only” for some waste streams, you will enter your data as an individual entry whenever you have a new one-time-only event (i.e. a donation). Be sure to keep a record of the weight of intermittent/one-time only waste streams, as most intermittent/one-time only donations, recycling or disposals must be recorded by weight.*
9. Go to the next page. Associate the meters you would like to track in the GWC with your account.

*You may estimate volume for all but the following Waste/Material types, which must be entered as a weight: Appliances, Batteries, Electronics, Furniture, Lamps/Light Bulbs, Office Supplies, Regulated Medical Waste, and Other.

1. Once you submit this action, Sustainable Pittsburgh will verify your Waste Tracking meters in Portfolio Manager. Be sure that you have shared your property with Sustainable Pittsburgh on “Read-Only” access.

Note: You may upload the results of a Waste Audit (MM1, MM2) as a one-time or intermittent waste stream to get a more accurate analysis of where and in what way(s) your organization can divert more waste from the landfill, and decrease total waste production.

Useful Links:

[Introducing Portfolio Manager Waste & Materials Tracking](#)

[How is Waste Tracked in Portfolio Manager?](#)

[EPA Volume-to-Weight Conversion Calculator](#)

Portfolio Manager Waste Benchmarking FAQs

MM36

Enter your materials management baseline quarter (10 points) NEW

A baseline is a historic point of comparison used to track changes and improvements at your property over time. For waste, it is better to track and compare your total waste and diversion rates every quarter. To set your materials management baseline for GWC 2016, simply ensure that you have entered a complete quarter of Waste

Meter data for your waste streams (Recycling, Landfill, Compost, or any individual materials/types you track, plus any intermittent/one time waste or donations you have had within the quarter), and notify the GWC Team that you have completed your waste baseline by submitting this action.

Since Portfolio Manager does not currently have a baseline feature in the waste tool, the team at Sustainable Pittsburgh will manually compare each subsequent quarter's total waste and diversion rate to your chosen baseline quarter.

1. Notify the GWC team when you have entered your materials baseline quarter (choose December 31 or March 31) in Portfolio Manager. The GWC Team will verify your baseline through Portfolio Manager.

**Due to the timing of the release of this PM feature, we will not be able to accept baselines prior to the December 31st quarter.*

Useful Links:

[Portfolio Manager Waste Benchmarking FAQs](#)

[How is Waste Tracked in Portfolio Manager?](#)

[EPA Volume-to-Weight Conversion Calculator](#)

MM37

Keep your materials management meters up to date (1 to 12 pts) NEW +

It is critical to record your waste streams in real time in order to measure the success of your materials management programs, policies and practices. It is also critical in order to award points in the GWC. Be sure to upload your regular and intermittent materials data into Portfolio Manager at least monthly. Due to the nature of estimating the fullness of containers, it is recommended that you record your data at every interval that your waste and recycling containers are emptied, so that you are not relying on memory or presumption to estimate.

1. Update your materials data to Portfolio Manager every month. The GWC Team will monitor Portfolio Manager uploads.

Receive 1 point for every consecutive month you update your materials management information.

Repeatable up to 12 times in a competition year for a maximum of 12 points.

Useful Links:

[Enter Data into Portfolio Manager](#)

NEW MUNICIPAL ACTION:

M31

Encourage businesses in your district to apply for Sustainable Small Business or Sustainable Pittsburgh Restaurant designation (1 to 20 points) NEW + &

Sustainable Pittsburgh has two designation programs that can help small businesses and restaurants in your business districts earn recognition for their sustainability practices. Help build a sustainable identity in your business district by encouraging businesses and restaurants to obtain their sustainable designation. Sustainable Pittsburgh staff is available to present at Business Association and other community meetings to help get the word out. For more information, contact gwc@sustainablepittsburgh.org.

1. Submit an agenda from the meeting where Sustainable Small Business or Sustainable Pittsburgh Restaurant programs were presented (4 points) **AND/OR**
2. Submit the names and contact information of businesses/restaurants you encouraged participate in either program.

Receive 2 points for each business or restaurant in your district that obtains Sustainable Small Business or Sustainable Pittsburgh Restaurant designation, up to a maximum of 16 points.

Useful Links:

[Sustainable Pittsburgh Restaurant](#)

[Sustainable Small Business Designation](#)

ACTIONS

The GWC includes a robust menu of actions from which your organization choose. In this section, the actions are organized into the following categories: Social Equity, Engagement, Energy, Water, Materials Management, Transportation, Air Quality and Innovation. Each action is listed with the points possible to assist you in developing your game plan. Refer to each section for a complete description.

If your organization is a municipality or university, you'll find actions specific to your organization after the general actions listed below.

SOCIAL EQUITY

The GWC has expanded this year to include social equity factors, reflecting the growing recognition of equity issues as fundamental to sustainability performance. The expansion also comes from growing consensus on measurable equity performance factors as part of combined Environmental, Social, and Governance (ESG) assessments.

In this new Social Equity section, you will find actions related to workplace diversity and inclusivity, governance, transparency, equitable pay and benefits, local citizenship, and workplace environment.

Metrics and Tracking

EQ1

Create a resilience plan (5 points) NEW !

Resilience is the ability to survive, adapt and grow despite pressures that could inhibit an organization's ability to function. In the coming years, your organization may encounter acute shocks, such as a natural disaster, or chronic stresses, such as high employee turnover.

Careful planning and preparedness can go a long way to ensure your organization's resilience when faced with these struggles. Assess your organization's potential for acute shocks and chronic stresses in the coming years, and develop a resilience plan to enable your organization to adapt. Your resilience plan should address environmental sustainability and social equity as a means and a necessity to ensure organizational vitality through these shocks and stresses.

1. Submit a copy of your organization's resilience plan along with any completed assessments.

Useful Links:

[Prepare My Business – Disaster Planning](#)

[Urban Resilience: 100 Resilient Cities](#)

EQ2

Adopt a broad and inclusive definition of workforce diversity (2 points) NEW !

U.S. Federal law prohibits employment discrimination based on race, color, religion, sex, disability, genetic information, national origin and age. Local ordinances may prohibit discrimination based on other factors, such as sexual orientation and gender identity. Many

organizations choose to go beyond legal compliance by adopting a broad definition of diversity. Note that diversity likely means something different to each of your employees, specifically those of different generations, so this definition should be communicated as the standard for your organization to all employees.

Develop and communicate a broad definition of diversity that exceeds what is required by law. This definition will lay the groundwork for future diversity initiatives, and can be incorporated into existing non-discrimination, anti-harassment and recruitment policies. Your definition may include, but is not limited to: gender, ethnicity, veteran status, sexual orientation, native language, gender identity and expression, parental status, socioeconomic



background, height, weight, age/generation, disability, mental health, political persuasion, thinking/working style, or any other dimension of diversity.

1. Submit a copy of your organization's definition of diversity. Points are only awarded for definitions that are inclusive beyond legal mandate.

Useful Links:

[Disparate Definitions of Diversity between Generations](#)

[Global Diversity and Inclusion Benchmarks](#)

EQ3

Develop a vision for your diverse and inclusive organization (2 points) NEW !

As with any organizational program, it is critical to determine the desired outcome before creating and implementing your strategy, and to clarify how that outcome will benefit your organization as a whole. The same goes for diversity and inclusion. In writing your diversity and inclusion vision, be sure to demonstrate in explicit terms how being a more diverse and inclusive workplace will benefit your operations. If you have written a resilience plan, it should be easy to establish the connection between organizational success, sustainability, and a diverse and inclusive workplace. Your vision will serve as an ultimate benchmark for your organization, and will determine whether your initiative is successful, and in what ways.

1. Submit a copy of your organization's D+I vision.

Useful Links:

[Global Diversity and Inclusion Benchmark](#)

[Pittsburgh Today; Diversity](#)

[Allegheny County Census Data](#)

[Pittsburgh Census Data](#)

[International Living Future Institute's JUST Program Manual](#)

EQ4

Develop your organizational strategy to achieve your D+I vision (5 points) NEW & !

Once you have crafted your organization's D+I vision, develop your roadmap for how to get there. There are many avenues through which your organization can become more inclusive and welcoming of diversity, so we recommend reading through established D+I resources, and picking the strategies that best fit with your organization. You may also use this GWC guide as a starting point to inform your strategy. Your strategy should cover the policies and tactics you will create and employ, the resources you will deploy to create and implement policies, and the timeline and calendar you will use to measure your impact.

1. Submit a copy of your D+I strategy.

Useful Links:

[Executive Order 13583: Government-Wide Diversity and Inclusion Strategic Plan](#)

[Moving From Diversity to Inclusion](#)

[Global Diversity and Inclusion Benchmarks](#)

[ILFI Just](#)

[California HR Council](#)

EQ5

Assess your organization for barriers to inclusion (1 to 8 points) NEW & !

Before you implement any new D+I policies, strategies, or programs, assess your current practices for potential or existing barriers to inclusion. This assessment may require external assistance from D+I professionals, or will require significant time and investment by staff or management.

1. Submit a description of the organizational areas assessed for barriers and bias, and the criterion used to identify bias or barriers. Some common areas to assess for barriers include, but are not limited to, the following (earn 1 point for each item in your assessment):
 - a. Recruitment process:
 - i. Biased job description assessment (1 pt)
 - ii. Recruitment search/outreach bias assessment (1 pt)
 - iii. Recruitment/interview panel bias assessment (1 pt)
 - b. Advancement bias (1 pt)
 - c. Pay:
 - i. Racial and gender pay gap (1 pt)
 - ii. Pay scale inequity (1 pt)
 - d. Supplier, marketing, or product development bias (1 pt)
 - e. Communication bias (1 pt)

Useful Links:

[Removing Bias from the Recruitment Process](#)

[Organizational Barriers to Diversity in the Workplace](#)

EQ6

Assess your workforce diversity (10 points) NEW !

It is important to assess where your organization currently stands in terms of its workforce diversity. Determine the demographic makeup of your workforce. This will serve as your baseline for diversity measures.

If possible, we recommend conducting an anonymous survey to collect additional information beyond basic demographics (e.g., socioeconomic background, parental status, native language(s), religious affiliation, sexual orientation, gender identity, political persuasion and any other dimensions of diversity, as deemed appropriate by your organization.) Because this can be sensitive information, it is crucial to assure employees that their responses will be anonymous, and to be transparent as to how the information will be used. This information can provide a broader view of your organization's existing diversity.

1. Submit a statement describing the dimensions of diversity you have measured (age, education, race, etc.) and how you measured them.

Useful Links:

[Global Diversity and Inclusion Benchmark](#)

[Pittsburgh Today: Diversity](#)

EQ7

Develop a standard system to measure the progress of your D+I initiatives (5 points) NEW !

As with any organizational goal, you must regularly measure the impact of your D+I initiatives in order to assess the efficacy and value of your programs, policies, and implementation. A diverse and inclusive organization will see measurable improvements in many aspects of organizational productivity, employee engagement and satisfaction, and recruitment and retention of talented

individuals. Consider this broad scope of impact when evaluating the impact of your D+I initiatives, but assess in the scope and capacity best suited to your organization.

Your evaluation system may include, but is not limited to, one or more of the following suggestions:

- a. An annual assessment of barriers to inclusion in organizational policies and procedures (see EQ5 for details)
- b. Measure of workforce and managerial diversity against both internal (baseline) and external (national averages, regional cohort) benchmarks
- c. A standard 360-degree survey of employee wellbeing and productivity (direct questions pertaining to any barriers or biases that impact the employee's ability to effectively work)
1. Submit a description of the system by which you will assess your D+I progress, along with your reasoning for those choices.

Useful Links:

[Diversity and Inclusion Metrics and Scorecards](#)

[What diversity metrics are best used to track and improve employee diversity?](#)

[Measurement: Proving the ROI of Global Diversity and Inclusion Efforts \(Cisco Systems\)](#)

[Measure Diversity and Inclusion for Maximum Impact](#)

Leadership

EQ8

Be a woman-owned/led or minority-owned/led organization (2 points) NEW

Women and people of color are significantly underrepresented in upper management and ownership roles. As a woman-owned/led or minority-owned/led organization, you are helping to alleviate this disparity and establish a more equitable and welcoming business environment

in our region.

1. Submit the name and bio of the owner(s)/leader(s) of your organization.

Useful Links:

[LaunchPGH MWDBE Certification](#)

[Carnegie Library Business Resources for Minorities and Women](#)

EQ9

Assess managerial capacity to implement and support D+I initiatives (2 points) NEW

Managerial buy-in and support is critical for the successful incorporation and acceptance of diversity and inclusion in your whole organization. It is important for those in managerial roles to have an accurate and complete understanding of the strategy and objectives of

diversity and inclusion initiatives in your organization, but also to be well aware of and working to counter his or her own biases. Studies have shown that leaders who embrace diversity and inclusion as a personal mission tend to better support and implement D+I initiatives in their organizations.

Due to the relatively new and evolving language and understanding of diversity and inclusion in the workplace, it may be necessary to provide managers with coaching and training in this capacity, or to utilize guided self-assessments (such as Implicit Association Tests) to aid in building this understanding.

1. Submit a description of the criteria used to assess your managerial capacity to implement and support D+I initiatives, and reasoning for those criteria.

Useful Links:

[HBR: Business Leaders Who Make the Mix Work](#)

[Harvard Implicit Association Tests](#)

[ADL Personal Self-Assessment of Anti-Bias Behavior](#)

EQ10

Practice socially responsible investment (2 points) NEW &

Align your investment strategy with your company's values and mission. There are more opportunities and options for socially responsible investment than ever before, with options including environmental, social and corporate governance funds, green funds, impact investing, community investment options, and shareholder resolutions. You can commit to complete socially responsible investment, transfer your investments over time, or offer divested options for employee retirement funds and 401k.

1. Submit a copy of your socially responsible investment policy.
2. Submit a summary of your plan to switch to socially responsible investing. Some options:
 - a. Offer a divested or SRI retirement fund option to employees
 - b. Create a timeline detailing target goals for what percentage of your investments will be in SRI funds

Useful Links:

[SRI Basics](#)

[What You Need to Know about SRI](#)

EQ11

Join local diversity networks (1 to 5 points) NEW +

Diversity networking groups help organizations, university researchers, and community leaders connect, collaborate, and leverage expertise, knowledge and resources to compound the impact of regional diversity and inclusion efforts. Joining a local diversity-networking group will expand your organization's knowledge of D+I efforts and provide insight into how other organizations in your sector implement D+I initiatives.

1. Submit proof of membership in each network, including a description of a meeting, the meeting date, location, and topics discussed, and a list of those in attendance from your organization.

Repeatable up to 5 times in a competition year for a maximum of 5 points.

Useful Links:

[Vibrant Pittsburgh Vibrant Inclusion Council](#)

EQ12

Practice external transparency (2 points) NEW

Be transparent about your equity and diversity policies and practices by making them available for public review. This action can include written policies and practices you've developed as part of your participation in the GWC.

1. Submit a screenshot of your organization's social equity and social responsibility policies and goals publically posted at your website or other public forum.
2. Submit a screenshot of your organization's D+I progress update posted publically.

Useful Links:

[The Strategic Benefits of Transparency](#)

EQ13

Write and implement a recruitment policy to encourage diversity and inclusion (1 to 9 points) NEW &

Commit to creating a diverse and inclusive workplace by assessing and enhancing your recruitment policy. There are many actionable steps organizations can take to make their recruitment programs more inclusive. Be sure that your recruitment policy is inclusive of all commonly under-represented parties - minority ethnic and racial populations, women, LGBT populations, refugees, immigrants, veterans, and formerly incarcerated individuals are some examples.

1. Submit a copy of your written inclusive recruitment policy. (1 point)
2. Receive one point for each actionable addition to your recruitment program. Some examples:
 - a. Recruitment/interview panel is representative of your organization's D+I vision (1 point)
 - b. Recruit through diversity-focused networks (1 point)
 - c. Recruit using contracted D+I recruitment experts (1 point)
 - d. Job openings will be posted to a broad network, rather than confined to internal networks (e.g., Monster, Indeed, craigslist) (1 point)
 - e. Recruitment efforts include specific populations (e.g., Recruit graduates of historically black colleges and universities, and women's colleges. Work with community organizations that serve women, racial minorities, refugees, formerly incarcerated individuals, LGBT people, etc. to promote employment opportunities.) (1 point)
 - f. Organization recruits graduates of workforce development and training programs for low-income and inner city residents (1 point)
 - g. Adopt the "Rooney Rule" or a modification of it to signal commitment to ensuring persons representing diversity are interviewed for top level roles (1 point)
 - h. *"Ban the Box" from your job applications. Remove the indicator box regarding prior convictions. NOTE: Universities cannot complete this action because they are required by state law to conduct background checks. (1 point)*

Useful Links:

[Ban the Box Campaign](#)

[Removing Bias from the Recruitment Process](#)

[NFL's Rooney Rule and Women](#)

[JobLinks: Workforce Development Program](#)

[Southwestern PA Reentry Coalition](#)

[Community Empowerment Association](#)

EQ14

Support or provide professional development opportunities for all employees (1 to 2 points) NEW &

Organizations that encourage employees to learn are able to adapt to change more quickly, and gain a competitive edge. Encourage your employees in every department, division and / or job category to maintain and improve their skills by supporting or providing professional development opportunities. Be sure to encourage self-assessment, mentorship and coaching within your own workforce to promote internal inclusion.

1. Submit evidence of internal job training programs open to all employees, such as a calendar of events/workshops or contract with an online learning vendor (1 point)

2. Submit a copy of your policy to provide funding or paid time off for continuing education available to all employees (1 point)

Useful Links:

[CMU Inclusive Professional Development](#)

[Harvard Business Review: Is Yours a Learning Organization?](#)

EQ15

Practice and implement pay and pay-scale equity (1 to 5 points) NEW & !

Ensure that your organization's compensation is free of any gaps indicative of bias by reviewing your compensation at least annually, and addressing any inequity. Having a fair and equitable pay structure is not only good for your current employees' livelihood, it is good for business. By upholding pay scale equity, your company can attract better qualified personnel, and studies have shown that employees of companies with pay-scale equity are more motivated and committed to achieving company goals. For example, a comparative pay scale of 1:30 (i.e. highest paid FTE makes no more than 30x the salary of the lowest-paid FTE) is a significantly lower scale than the majority of Fortune 100 companies, whose lowest paid employee to CEO pay scale is 373:1, on average (according to [AFLCIO](#)).

1. Submit a top-sheet of your compensation bias analysis (1 point)
2. Submit a copy of your pay-scale equity policy (1 point)

Points will be awarded based on the following scale: 1:30- 1:20 (1 point), 1:19-1:10 (2 points), 1:10 or better (3 points)

Useful Links:

[Addressing the Racial Pay Gap](#)

[The Simple Truth About the Gender Pay Gap](#)

[ILFI Pay Scale Equity](#)

[Pay Scale Equity Calculator](#)

EQ16

Pay and support a living wage for all employees (1 to 6 points) NEW

The federal minimum wage is not inclusive of diverse living situations and locales. Using the MIT Living Wage Calculator, which takes into account local average costs for food, transit, utilities and housing as well as personal living circumstances, and the Mayor Peduto-supported \$15 minimum wage for city employees as our guidelines, we will reward points to employers paying all employees a minimum wage of at least \$10 an hour, on an increasing scale.

1. Submit a copy of your organization's policy to pay the living wage.
2. Provide the job title and wage paid to the lowest-wage full-time employee in your organization (please do not disclose his or her name or other personal information)

Minimum Wage	Points
\$10 - \$11	1
\$11.01 - \$12	2

\$12.01 - \$13	3
\$13.01 - \$14	4
\$14.01 - \$15	5
\$15.01 +	6

Useful Links:

[MITs Living Wage Calculator](#)

[Mayor Peduto orders \\$15/hr wage for city employees](#)

EQ17

Write an inclusive, flexible scheduling and work week policy (1 point) NEW

Highly restricted work schedules can be limiting to employees who might otherwise be an excellent addition to your organization. Ensure that your organization attracts the best talent by offering flexible work schedules including but not limited to a compact work week, flex time, job-sharing, telecommuting to accommodate different living situations, and inclusive calendars to accommodate diverse religious and cultural observances.

1. Submit a copy of your office work time policy allowing for flexible scheduling
2. Submit a document detailing holidays your office recognizes, and any policies on floating holidays considerate of diverse cultural and religious observances.

EQ18

Write an inclusive dress code policy (1 point) NEW

Office dress codes can often be exclusive and inconsiderate of cultures, religions, etcetera that require their own forms of dress. Review and edit your office dress code for any bias or limitations, and/or write an addendum that is inclusive of diverse cultural and religious forms of dress.

1. Submit a copy of your culturally inclusive dress code.

EQ19

Provide inclusive benefits packages (1 to 5 points) NEW & !

Ensure that your organization makes work possible for individuals with dependents by providing flexible schedules, paid leave and domestic partner benefits. Ensure that your benefits program is inclusive of less common family structures and situations, such as adoptive or foster parenting. Offering inclusive benefits programs encourages a diverse and inclusive workplace.

1. Submit documentation describing your family friendly benefits program including:
 - a. Benefits are inclusive of diverse living situation and partnerships (including but not limited to spouses, domestic partners, children (foster, adoptive, etc), and adult dependents) (1 point)
 - b. Paid dependent leave, parental leave at least at the national average, with more points awarded for progressive maternity, paternity and parental leave. (1 to 3 points)
 - c. Child care support, either financially or with on-site childcare (1 point)

Useful Links:

[Family friendly benefits package](#)

EQ20

Provide inclusive and comprehensive benefits to FTEs, options for PTEs (5 points) NEW & !

Even if your organization is required by law to provide healthcare, you can demonstrate how you value employee welfare by providing full health benefits, including medical, dental, vision and mental health care plans, and retirement and life insurance. Demonstrate that value more by offering plans where employees cover no more than 25% of the cost, and by offering some healthcare options to part time employees.

1. Submit documentation describing the FTE health benefit offerings meeting the above criteria (2 points)
2. Submit documentation describing the life insurance and retirement benefits available to employees (1 point)
3. Submit documentation describing PTE health benefits offerings meeting the criteria above (2 points)

EQ21

Offer employee wellness programs (1 to 3 points) NEW &

Encourage your employees to prioritize their health and fitness by creating opportunities to incorporate fitness into the workday.

1. Create a policy or write a mission statement regarding employee health and wellness (1 point)
2. Partner with a gym to offer lower rates for employee membership (1 point)
3. Create internal programming to encourage fitness and health (1 point)

NOTE: Additional points will be awarded for any workshops, training sessions or engagement activities to educate your employees about this policy. See actions E34 and E35 for more details, and to earn more points.

Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a Live Well Allegheny organization. Visit <http://www.livewellallegheny.com/join-us/live-well-status/> for more information.

Training/Education/Integration

EQ22

D+I Advisory Committee (2 points) NEW

Ensure your equity, diversity and inclusion policies are effectively communicated and aligned with the opinions and needs of your workforce by establishing an advisory committee comprised of staff. This committee would convene regularly, meet with general staff to communicate and hear feedback on D+I initiatives, and advise staff and leadership responsible for the D+I initiative in regards to workforce response and needs. The committee may be pre-existing as a branch of human resources, a staff council or union.

1. Submit a list of your committee members, a meeting schedule and at least one copy of meeting minutes.

Useful Links:

[UPMC Community Commitment](#)

[Carnegie Mellon University's Staff Council](#)

EQ23

Communicate your D+I policies and mission consistently (1 point) NEW

Many organization's D+I initiatives fail to reach their potential or have an impact due to a failure of effective communication. It is critical to keep your workforce informed of the decisions made to promote D+I, and more importantly, the reasons for those decisions.

Communicate the value of D+I for your organization to your employees, and demonstrate how D+I growth can

benefit your employees on a personal level. If D+I is a new subject at your organization, it can be helpful to incorporate a note about D+I in all internal communications.

1. Submit a description of your D+I communications plan and strategy.
2. Submit a copy of your most recent D+I-related communication.

Useful Links:

[Diversity Communications 101](#)

EQ24

Create and utilize an engaging and robust D+I training program (1 to 3 points) NEW

Help your employees to fully engage in and understand your organization's D+I mission by providing effective and engaging D+I trainings. These trainings should go beyond standard diversity trainings, which have been proven largely ineffective. Rather, these trainings should address the new comprehensive definition of diversity as broad and beyond representation, and work to provide actionable steps your employees can take in their daily work to be more inclusive of diversity.

Some ideas for D+I trainings include:

- i. New Hire Diversity and Inclusivity Orientation
 - ii. Bias Elimination Training
 - iii. Cultural Competency/Intercultural Awareness Training
 - iv. Bias elimination and awareness training for hiring managers and recruitment panels
1. Submit a description of the D+I trainings offered by your organization, specifying the content covered, the intended audience, and the actionable steps provided in the training.

Useful Links:

[Training Employees to Eliminate Unconscious Bias](#)

[Article: Many Companies Lack Diversity Training, Budget, Metrics; Society for Human Resource Management](#)

Products/Supply Chain/Advertising

EQ25

Write and implement a policy to develop and market your products or services inclusively (1 to 3 points) NEW &

Ensure that your products or services appeal to a broad and diverse audience. Craft a policy to make your advertisements, brochures, website, videos and other marketing materials inclusive. For example, when selecting images of people to use in a brochure, choose images that represent people of different ages, ethnicities and / or family structures. You might also provide written materials in multiple languages. Even if your product or service is intended for a niche market, you can craft a policy that is as inclusive as possible.

1. Provide a copy of your written policy to develop products and services through research and testing review with a diverse panel, or to consult with D+I professional in developing your product/service (1 pt)
2. Provide a copy of your written policy to market products and services inclusively, with inclusive community outreach and marketing materials. (1 pt)
 - a. Provide examples of inclusive marketing materials your organization has used or intends to use in the near future. (1 pt)

Useful Links:

[Inclusive Design Toolkit](#)

[Culturally Inclusive Marketing for Large Businesses](#)

[Culturally Inclusive Marketing Examples](#)

EQ26

Develop a policy that encourages diversity among suppliers (1 point) NEW

Demonstrate your commitment to diversity as essential to regional sustainability and development by diversifying your supply chain to support minority and underrepresented groups in business. By giving your business to diverse suppliers, or suppliers with notable, strong D+I programs and policies, you will help to foster a more inclusive and welcoming business environment for diverse entrepreneurs. Additionally, diversifying your supply chain can make your organization more resilient.

1. Submit a copy of your inclusive supply chain policy. Your policy may include, but is not limited to:
 - a. Prioritizing minority, women and disabled-owned business contracts
 - b. Including minimum D+I compliance criteria when evaluating potential suppliers
 - c. Supporting supply chain diversity by offering loans or grants to MWDBE suppliers

Local Citizenship and Community Involvement

EQ27

Create a Community Affairs committee (2 points) NEW

Creating a team of employees dedicated to organizing volunteer days, outreach for public workshops or events, and keeping up with community voices, perceptions and events can significantly increase your organization's ability to stay actively engaged in the broader community. Your team of at least 2 employees should meet regularly (we recommend at least bi-monthly), and should regularly meet with or invite community stakeholders to meetings.

1. Submit the names of employees on your Community Affairs committee.
2. Submit your meeting schedule and an account of the results of your most recent meeting (no confidential or sensitive details).

EQ28

Volunteer with local organizations (1 to 22 points) + #

Get involved in your community by encouraging your employees to volunteer at an event or in a program run by a local organization. The community will appreciate and acknowledge your organization's commitment to the sustainability and resilience of our region. A directory of local volunteer opportunities can be found in the appendix of this guidebook.

1. Submit a copy of your correspondence with the volunteer organization, or a signed document from a representative of that organization stating the date, kind of volunteer work, and number of employees present.
2. Submit a log or copy of the sign-in sheet of your employees that volunteered at the event. Redact employee names, if required for confidentiality.
3. Earn an additional 2 points if 5 employees post a photo from the volunteer event on Twitter or Facebook using the hashtags #gwcpg and #EQ18 along with your company Twitter handles. Photos must be posted within 5 days of the event for credit.
4. Repeat this action for points until your employee participation has reached the maximum of 20 points. A single employee may volunteer as many times as they like, and each attendance will be counted towards the company's total participation rate.

Small and Medium organizations: Receive 1 point for every 5% of employees that volunteer.



Large organizations: Receive 1 point for every 10 employees that volunteer.

You may submit *volunteering* for credit until your employee participation has reached the maximum number of points allotted (20 points).

Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a Live Well Allegheny organization. Visit <http://www.livewellallegheny.com/join-us/live-well-status/> for more information.

Useful Links:

See Local Resource Directory

EQ29

Offer employees paid time off to volunteer (2 points) NEW

Studies have shown time and again that employees who volunteer on company time have more positive perceptions of their employer, are more engaged in their work, and are therefore more productive employees and a better investment of company funds (see the Useful Links for more details). By supporting your employee's interests in their community with paid volunteer time, you demonstrate to your employees that you value their interests beyond the workplace as well as your community.

1. Submit a copy of your paid volunteer time policy, with a minimum of 20 hours paid time off per year.

Useful Links:

[Herzberg's Two-Factor Theory](#)

[Do Good Live Well: Benefits of Volunteering](#)

[Engaged Employees are Good Employees](#)

EQ30

Partner with local nonprofits/community organizations to engage the broader community in sustainability issues (2 to 8 points) NEW +

Engaging the broader community, including youth, in sustainability issues is essential to ensure that environmental awareness carries on to future generations and the whole community. Collaborating with local organizations to accomplish this goal is a progressive way to build the idea of sustainability into the community fabric.

1. Submit verification of partnership.
2. Submit descriptions of the projects, programs or events on which you are collaborating.

Receive 2 points per partnership/program/event.

Repeatable 4 times in a competition year for a maximum of 8 points.

Useful Links:

[BikePGH Sponsorships for Events](#)

[World Organization for Early Childhood Education – Education for Sustainable Development in the Early Years](#)

EQ31

Support employees who wish to join or are already members of a nonprofit board (2 points) NEW +

Local non-profit organizations are always seeking qualified board leadership. Robert Morris University's Bayer Center for Nonprofit Management has developed the BoardsWork! program for service-minded professionals. This program is great for those who wish to become



board members, and for those who are already serving on a nonprofit board. As an employer, you can partner with this program to encourage employees in your organization to become competent nonprofit board members. Bayer Center will even match your employees with nonprofit organizations that match their talents and interests. Large organizations can comprise an entire cohort in the BoardsWork! program, while small organizations can join any of the mixed cohorts offered quarterly. For more information, visit their website below.

1. Submit a roster of participating employees that details which employees have completed the training, and which are currently serving on a nonprofit board.

Receive 1 point for every staff member who completes the day-long training program, but is not matched with a nonprofit organization. Receive 1 point for every staff member who currently serves on a nonprofit board, but has not completed the BoardsWork! program. Receive 2 points for every staff member who completes the day-long training program, and is matched to a nonprofit organization (or who is already serving on a board).

Repeat this action for additional points. There is no points cap on this action.

Useful Links:

[BoardsWork! at the Bayer Center for Nonprofit Management](#)

EQ32

Locally source your goods and services (1 to 5 points)

Sourcing your goods and services locally keeps money in the community and encourages the growth of local endeavors. This can include any labor needed, materials for products, office supplies and furniture, or any other purchases needed.

1. Written policy to purchase at least 20% of goods and services from local providers (1 point)
2. Proof of contract with local organizations or suppliers (4 point)

EQ33

Sponsor local sustainability or social equity organizations or campaigns (1 to 10 points)

Support local causes dedicated to strengthening regional sustainability and community-strengthening initiatives.

1. Submit a signed copy of the policy that your organization will designate at least 1% of its donations/giving to a local community-strengthening cause. The policy should be signed by either the regional or national leadership figure for your organization. Be sure to include the date that the policy was adopted, and how often it is updated.
2. Submit a confirmation email (or screenshot of an email) from the local sustainability cause your organization donated to and explain the cause's mission.

Receive 1 point for each 1% donated up to 10 points.

Useful Links:

[BikePGH Sponsorships](#)

[GTECH Partnerships](#)

[Sustainable Pittsburgh Partnerships](#)

[Construction Junction Sponsors](#)

EQ34

Offer employee gift matching (1 point) NEW

Encourage your employees to give to causes they care about by offering to match their gifts and donations. Ensure that your employees are aware of this opportunity by publishing an update in a newsletter or memo.

1. Submit a copy of your employee gift matching policy.

ENGAGEMENT

Leadership

E1

If you are a small business (fewer than 50 employees) become a *designated* Sustainable Small Business (5 to 65 points)

The Certified Sustainable Small Business *designated* is a program of Sustainable Pittsburgh that recognizes businesses in Southwestern PA business districts for implementing actions that are simultaneously for their bottom line, the environment, and the social fabric of their communities. Businesses that incorporate sustainable practices into their operations are demonstrating their intentions to improve their performance and stand out as valuable contributors to the communities' downtown business districts. The Sustainable Business designation also helps consumers identify and choose to patron businesses who are committed to sustainability and who view sustainability as core to their mission and business model. A list of resources has been assembled to help businesses meet the established criteria for the designation. Contact gwc@sustainablepittsburgh.org to get started.

1. Submit a pdf copy of the certificate indicating that you are a *designated* Sustainable Small Business.

Points will be awarded as follows: Established an account/Striver (5 points), Bronze Certification (20 points), Silver Certification (40 points), and Gold Certification (65 points)

Useful Links:

[Champions 4 Sustainability: Certified Sustainable Small Business](#)

E2

If you are a large or medium-sized business, participate in the Southwestern Pennsylvania Sustainable Business Compact (5 to 65 points)

The Southwestern Pennsylvania Sustainable Business Compact is a program of Sustainable Pittsburgh. The SWPA Sustainable Business Compact is a commitment, performance, and certification platform that provides a credible and rigorous pathway for businesses to advance and publically declare their corporate sustainability achievements. The SWPA Sustainable Business Compact provides an opportunity for SWPA businesses to voluntarily engage in sustainability actions that simultaneously advance their organizational mission, the environment, and the social fabric of their communities. Business organizations that incorporate sustainable practices into their operations and commit to a regional sustainability orientation stand out as valuable contributors to SWPA's sustainable development and are more competitive and prosperous, as has been documented by several leading business studies. As more businesses apply sustainability in their operations and community responsibility, the cumulative benefits of sustainable practices produce a stronger SWPA region poised to thrive and continue its legacy of innovation. Contact gwc@sustainablepittsburgh.org to get started.

1. Submit a pdf copy or screenshot of the email verifying that you have achieved a certification level of the SWPA Sustainable Business Compact.
2. Submit a screenshot from the SWPA Sustainable Business Compact website listing your appropriate certification category.

Points will be awarded as follows: Established an account (5 points), Challenger Certification (20 points), Leader Certification (40 points), and Champion Certification (65 points)

Useful Links:

[Southwestern Pennsylvania Sustainable Business Compact](#)

Apply for Sustainable Pittsburgh Restaurant designation (5 to 65 points) NEW

E3

The Sustainable Pittsburgh Restaurant designation is a program of Sustainable Pittsburgh that recognizes restaurants in Southwestern PA for implementing sustainable actions and best practices in the realms of equity, economy and the environment. Restaurants that incorporate sustainable practices into their operations are demonstrating their intention to improve sustainability performance and stand out as valuable contributors to the communities' downtown business districts. The Sustainable Pittsburgh Restaurant designation also helps consumers identify and choose to patron restaurants who are committed to sustainability and who view sustainability as core to their mission and business model. Contact gwc@sustainablepittsburgh.org to get started.

1. Submit a pdf copy or screenshot of the email verifying that you have achieved a level of the Sustainable Pittsburgh Restaurant designation.
2. Submit a screenshot from the Sustainable Pittsburgh Restaurant website listing your appropriate certification category.

Points will be awarded as follows: Starter (5 points), Bronze (20 points), Silver (40 points), Gold (50 Points), and Platinum (65 points)

Useful Links:

[Sustainable Pittsburgh Restaurant](#)

E4

Join the Pittsburgh 2030 District and commit to program goals (2 points)

The Pittsburgh 2030 District's energy target goals for existing building are to realize a 50% reduction in energy use below the national baseline by the year 2030. The District's incremental 2015 goal was a 10% reduction below the national site energy use intensity (EUI in kBTU/ft²/eyear) as specified by the 2003 Commercial Energy Consumption Survey (CBECS).

1. Submit a copy or screenshot of letter/email from Green Building Alliance, who facilitates the Pittsburgh 2030 District, validating your organization and space as part of the 2030 District.

Useful Links:

[Pittsburgh 2030 District Goals](#)

E5

Advocate for sustainable policy locally and regionally (2 to 10 points) NEW + !

Your organization can help advance sustainable policies in your region by lending your voice and support to local campaigns. Connect with local advocacy organizations to find out how you can boost a campaign's visibility or take action to advance a sustainable policy. Once you have identified one or several issues that are important to you and your organization, research local organizations (our Local Resource Directory is a great place to start) that work on that issue, and make a connection to begin.

1. Submit a description of your campaign or the advocacy work you are engaged in.
2. Submit a screenshot, meetings notes, photos or other verification of outreach for your advocacy work (emails with a partner organization, letters or petitions to a policy maker, a photo of an event or lobby meeting, etc)

Repeatable up to 5 times on 5 different campaigns for a maximum of 10 points over the competition.

Useful Links:

See Local Resource Directory for Full List

E6

Write a company sustainability pledge and guidelines (1 to 3 points) & !

Writing a company sustainability pledge, or adopting sustainability in your mission, is an important way to demonstrate your company's commitment to a sustainable future. Flesh out your pledge by creating sustainability guidelines to outline your organization's commitment to sustainable practices, and the strategies your organization will take to achieve those commitments.

1. Submit a copy or screenshot of your sustainability pledge or mission. (1 point)
2. Sustainability pledge/mission has the endorsement/signature of CEO or Green Team Leader (1 point)
3. Submit a copy or screenshot of your sustainability guidelines- may be included in the same document as pledge/mission. (1 point)

Useful Links:

Target

Whole Foods

Walmart

E7

Create a "Green Team" with a primary contact person (5 points) & !

An organizational green team can develop, implement and track green initiatives, and give employees a way to participate more directly in your organization's sustainability efforts. This group must consist of at least two members in order to earn GWC points, and denote a primary contact person for sustainability efforts. This primary contact person is invited and encouraged to join the C4S Sustainability Coordinators network, a group that works to advance knowledge, highlight achievement, and learn from others working towards a common goal of implementing emerging best practices for sustainable solutions.

1. Submit a document containing the names and contact information for all members and the primary contact of your green team. (2 points)
2. Submit a document explaining your Green Team's mission and goals, meeting schedules, plan of action, and meeting minutes from the most recent meeting. (2 points)
3. Submit a photo of your Green Team in action for use in GWC promotional materials. (1 point)

Useful Links:

Sustainable Pittsburgh C4S Sustainability Coordinators

How to Build a Green Team

Green Teams: Engaging Employees in Sustainability

Small Business Green Teams

E8

Recruit another organization to join the GWC (1 to 20 points) +

The more organizations that participate in the GWC, the greater the monetary and energy savings realized and recognized in our region. Simply spreading the word about the challenge and getting new organizations talking about sustainability will go a long way towards improving the vitality of our region.

1. Submit the name of the organization that you have recruited and the contact information for the GWC point person in that organization. Ensure that the organization you recruited includes your organizations as its reference when registering for the GWC.

Receive 4 points per recruitment.

Repeatable up to 5 times in a competition year for a maximum of 20 points.

Useful Links:

[Green Workplace Challenge Pittsburgh](#)

E9

Mentor another organization in the Green Workplace Challenge (5 to 15 points) !

If your organization competes in the GWC or has experience with implementing sustainable efforts, your organization can act as a mentor for participants in the GWC. Your knowledge of sustainability within the workplace can be a great asset to participants who may not have adequate time or resources to investigate sustainable efforts. Together, mentors and participants can work to ensure each organization realizes maximum energy savings.

1. Submit a document containing the dates/times/locations of mentorship meetings (meetings must be at least monthly throughout competition).
2. Submit a document explaining the recommendations you provided (at least 10).

Receive 5 points for every 5 specific recommendations you made, and another 10 points if the participant you are mentoring implements those specific recommendations.

Useful Links:

[Sustainable Mentoring](#)

[The Business Benefits of Mentoring Social Entrepreneurs](#)

E10

Get mentored to achieve optimal sustainability (10 points)

As a new participant in the GWC, you and your organization may find it helpful to seek out a mentor who has experience with the GWC and implementing workplace sustainability initiatives. Your mentor can help guide you through the initial steps of participating in the GWC, and can aid in creating your organization's sustainability strategy. Contact gwc@sustainablepittsburgh.org to be matched with a mentor.

1. Submit a document containing the dates/times/locations of mentorship meetings (meetings must be at least monthly throughout competition).
2. Submit a document explaining what recommendations you were given by your mentor.

Note: Contact GWC to help find a mentor.

Useful Links:

[Sustainable Mentoring](#)

[The Business Benefits of Mentoring Social Entrepreneurs](#)

E11

Join a local sustainability networking group (1 to 5 points) +

Sustainability networking groups help organizations, university researchers, and community leaders connect, collaborate, and leverage expertise, knowledge and resources to compound the impact of regional sustainability efforts. Joining a local sustainability-networking group will expand your organization's knowledge of sustainability efforts and provide insight into how other organizations in your sector implement sustainability initiatives.

1. Submit proof of membership in each organization, including a description of a meeting, the meeting date, location, and topics discussed, and a list of those in attendance from your organization.

Repeatable up to 5 times in a competition year for a maximum of 5 points.



Useful Links:

See Local Resource Directory for Full List

[Champions for Sustainability](#)

[The Small Business Administration](#)

[Pittsburgh Climate Initiative](#)

E12 **Apply for sustainability focused grants (1 to 10 points) +**

Locating funds to lessen the cost of renewable energy solutions and green construction/retrofitting is a recognized obstacle for many organizations. In applying for local, state or federal incentives, your organization may find the funding necessary to make investments towards your sustainability goals. Grants are another option that can help your organization fund sustainability efforts. There are many grants available for different types of sustainability projects.

1. Submit a copy of the grant proposal and each application for other incentives.
2. Submit a signed document by either the regional or national leadership figure for your organization confirming that your organization has applied for a grant or other incentives.
3. If received, submit a copy of the grant acceptance/approval. Redact any sensitive information.

Receive 1 point for each grant applied to. Receive 1 point for each grant received.

Repeatable 10 times in a competition year for a maximum of 10 points.

See Local Resource Directory for Full List

Local Useful Links:

[URA Green Development Resources for Commercial Development](#)

[URA Green Development Resources for Small Businesses](#)

[The Sprout Fund](#)

State Useful Links:

[Keystone Energy Efficiency Alliance](#)

[DEP Search for Programs and Funding](#)

[PA Act 129 Information](#)

Federal Useful Links:

[US Small Business Administration Federal Tax Credits for Energy Efficiency](#)

[Energy Star Federal Tax Credits for Consumer Energy Efficiency](#)

[US Dept of Energy Tax Credits, Rebates, and Savings](#)

E13 **Publicize your green achievements (2 to 8 points) +**

Sharing achievements with the community helps to educate others about sustainable actions and shows that your organization is committed to sustainable goals, while promoting conversation on the topic of sustainability and its role within the workplace. Getting attention from the media surrounding your organization's sustainability initiatives can be a boon for your business, as well. The GWC team has a toolkit available to guide your media campaign. Contact gwc@sustainablepittsburgh.org to get started.

1. Submit a copy of your press release, blog post, or other media coverage.

Receive 2 points for each submission.

Repeatable up to 4 times in a competition year for a maximum of 8 points.

Useful Links:

[Business Climate Coalition – Case Studies](#)

[Sustainability Pays: Case Studies that Prove the Business Case for Sustainability](#)

E14 Establish a “Green Fund” (5 points) NEW

One of the most commonly cited barriers to sustainable initiatives is a lack of available capital to fund larger building upgrades, retrofits, or large employee programs. If your organization has built significant internal support for sustainability initiatives, establishing a Green Fund can be an excellent step to support more advanced programs. Your Green Fund can exist as a budget line along with other operational expenses, or as an internal fundraiser that employees can contribute to voluntarily, among countless other options. Past GWC participants have used their net savings from reducing utility bills as the “pot” for their green initiatives. Similarly, the “Green Revolving Fund” used by many colleges provides up-front capital for energy efficiency and sustainability projects that will produce long-term savings, and uses those initial energy savings to pay back the upfront capital, and support further investment. This is an excellent way to create a positive feedback loop of sustainable initiatives in your organization.

1. Submit a description of your Green Fund, including how funding will be secured.
2. Submit a policy for how your Green Funds are to be used.

Useful Links:

[Ole Miss Green Fund](#)

[Harvard’s Green Revolving Fund](#)

[Green Billion Guide to GRF Implementation and Management](#)

E15 Pursue B Corp Certification (1 to 11 points) NEW &

If your organization is for-profit and mission-driven, prioritizing social and environmental benefit, then you may be eligible for B Corp Certification. Taking a B Corp assessment and obtaining certification can go far in demonstrating the values and commitment of your organization to consumers, stakeholders, investors and shareholders alike.

1. Submit a screenshot of your completed B Corp assessment (free and available online) (1 point)
2. Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
3. Submit a copy of your final scorecard and registration after obtaining B Corp Certification (a score of 80 or above) (5 points)

Useful Links:

[Become a B Corp](#)

E16 Pursue ILFI Living Building Challenge certification (1 to 11 points) NEW &

The International Living Future Institute’s Living Building Challenge is a comprehensive sustainable building certification that measures and rewards efforts in the categories of Place,



Water, Energy, Health & Happiness, Materials, Equity and Beauty. Register with ILFI to get started at <http://living-future.org/membership>.

1. Submit confirmation of your registration with the Living Building Challenge (1 point)
2. Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
3. Submit a copy of your Living Building Certification, if and once achieved (5 points)

Useful Links:

[ILFI Living Building Challenge Standards](#)

[ILFI Living Building Challenge Options](#)

E17 Pursue WELL Building certification (1 to 11 points) NEW &

The International WELL Building Institute's WELL Building Certification program focuses on human health and wellness in the built environment. To achieve WELL Building Certification, applicants must meet high standards for indoor and outdoor air quality management, water quality, and visual lighting design for health, noise control, thermal comfort, and humidity control. Applying for and receiving WELL Building certification demonstrates that you value your employee's health and wellness.

1. Submit confirmation of your registration with the WELL Building certification (1 point)
2. Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
3. Submit a copy of your WELL Building Certification, if and once achieved (5 points)

Useful Links:

[WELL Certification Guidebook](#)

[WELL Online](#)

E18 Pursue LEED certification through Building Operations and Maintenance ratings (1 to 11 points) NEW &

Leadership in Energy and Environmental Design (LEED) certification is a well-recognized comprehensive sustainable design and operations certification. The LEED certification can be obtained through Building Design and Construction- the standard track for new or reconstructed projects- or through Building Operations and Maintenance, the standard for existing structures. For points in the GWC, apply for LEED O+M certification to ensure your building is operating with sustainable best practices.

1. Submit confirmation of your registration with USGBC (1 point)
2. Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
3. Submit a copy of your LEED O+M certification, if and once achieved (5 points)

Useful Links:

[Getting Started with LEED O+M](#)

[LEED v4 for Building Operations and Maintenance](#)

[USGBC Registration](#)

E19

Pursue ILFI JUST labeling (1 to 11 points) NEW &

The International Living Future Institute’s JUST program is a voluntary disclosure program for organizations to monitor and assess their business policies and practices for social justice and equity. If your organization wants to emphasize its commitment to advancing social justice, both as an organization and in its community, pursuing the JUST program can help you demonstrate that commitment. Register at justorganizations.com to begin.

1. Submit confirmation of your registration with JUST organizations (1 point)
2. Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
3. Submit a copy of your JUST label, if and once achieved (5 points)

Useful Links:

[JUST Manual](#)

[Contact JUST](#)

Employee Engagement

E20

Promote the GWC on social media (1 to 20 points) + NEW

By using the hashtag #gwcpggh in social and other online media, you will help the GWC become more visible in the Pittsburgh region and beyond! When you post a photo, blurb or other post about a sustainable action or event associated with the GWC, be sure to use the hashtag #gwcpggh, or tweet at, respond, retweet or share posts from @PittsburghGWC or from fellow GWC participants. Employee use of the #gwcpggh hashtag and interaction with the @PittsburghGWC or participant accounts may be submitted, so long as the post includes reference to the participating company.

1. Submit an excel document at the end of the month detailing the kind of post, hashtags and handles used, and timestamp of each mention. The GWC team will compare this with our own social media tracking.

Points will be rewarded on the following scale:

Average Posts/Week	Points
1 to 3	1
4 to 10	2
11 to 20	3
20 +	4

Repeatable each month up to a maximum of 20 points over the competition year.

E21

Publish a Green E-Newsletter (1 point)

Successfully implementing sustainability initiatives within an organization requires the participation and cooperation of employees and stakeholders throughout the organization. By creating and distributing a sustainability-specific newsletter or dedicating space in an existing organizational newsletter to your organization’s sustainability initiatives, you can keep all parties well informed of any changes taking place and of the progress that your organization is making.

1. Submit a screenshot of your 2 most recent e-newsletters.



Useful Links:

[NY Times Green Blog](#)

[Sustainable Pittsburgh 3E Links](#)

E22

Create an employee sustainability pledge and campaign (1 to 22 points) # !

Once you have written a company sustainability pledge, mission or guidelines, have your employees sign on in support and acknowledgement of this company mission. This is a great opportunity to introduce new sustainable programming through a workshop with your employees (see E34 and E35), within your department, or to update your workforce of your company's values.

1. Submit a list of the employees that have signed an acknowledgement or support of company sustainability guidelines and mission. If you cannot submit the names of employees, note the number of employees from each department.
2. Earn an additional 2 points if 5 employees share their I am Sustainable Pittsburgh pledge on Twitter. Tweets must be @Sustainable PGH and include the #IamSustainablePGH hashtag, in addition to your company Twitter handle.

Large/medium organizations: Receive 1 point for every 10 employees who attend a workshop.

Small organization: Receive 1 point for every 5% of your employees who take the pledge.

Useful Links:

[University Hospitals Sustainability Pledge](#)

E23

Take the "I am Sustainable Pittsburgh" pledge (1 to 20 points) NEW !

The "I am Sustainable Pittsburgh" pledge recognizes the actions that individuals throughout the Pittsburgh region are taking to be more sustainable. Individuals can demonstrate their commitment to a resilient, thriving and sustainable Pittsburgh by signing the pledge and selecting from a list of sustainable actions they already take and plan to take. The pledge is not binding and does not require documentation, but may help to build a culture of sustainability among your employees.

1. *Have your employees forward their "I am Sustainable Pittsburgh" certificate to you. Compile these in a single document if possible, a .zip file if not.*
2. *Submit your file or folder of certificates. The GWC team will verify these names through our database of Sustainable Pittsburgh pledges.*

Small organization: Receive 1 point for every 5% of your employees who take the pledge.

Large/medium organizations: Receive 1 point for every 10 employees who attend a workshop (up to 20 total points).

Useful Links:

[I am Sustainable Pittsburgh](#)

E24

Conduct an employee sustainability survey (1 point) NEW

Your employees will have varying degrees of familiarity and a wealth of knowledge and different perspectives on sustainability issues and solutions. By surveying your employees on their knowledge and use of sustainable practices, you'll be able to better craft your office policies, procedures and programs to meet the needs and interests of your employees.

1. Submit a screenshot or link to your employee sustainability survey.

2. Submit the data from your survey (any names or identifiers redacted).

Useful Links:

[Arizona State Student Environmental Literacy Survey](#)

[Engaging Employees in Company Sustainability](#)

E25 **Conduct a seasonal thermal comfort survey (1 point)**

By conducting a thermal comfort survey, employers can ensure that they are providing a comfortable working environment for everyone in the office. Likewise, avoiding overheating in the winter and overcooling in the summer can save money and emissions.

1. Submit a document containing the number of employees who filled out the thermal comfort survey.
2. Submit aggregate data from the survey (any names or identifiers redacted).

Useful Links:

[Center for the Built Environment- Sample building evaluation survey](#)

[NYC Thermal Comfort Verification Survey](#)

[General Thermal Comfort Survey](#)

E26 **Calculate your household carbon footprint (1 to 20 points)**

The EPA's Household Carbon Footprint Calculator helps individuals and entire families estimate their greenhouse gas emissions. It then allows you to explore actions that can be taken to reduce your overall greenhouse gas emissions. The calculator compares your current household emissions with the actions that can be taken to reduce emissions, and informs you of how much money and emissions you can save by taking the reduction actions outlined.

1. Have each employee provide you with an electronic screen shot of the final page of the calculator, which provides a graph showing their current household emissions and proposed reduced emissions.
2. Submit a spreadsheet that contains an entry for each employee (use disguised names to protect privacy), their "Current Household Emissions", their "Reduced Emissions", the total pounds of CO2 saved per year if reduction actions are taken, and the total \$ amount saved per year if reduction actions are taken. Include totals at the bottom of the spreadsheet.

Note: Submit this information in one document (Excel format preferred).

Small organizations: Receive 1 point for every 5% of your employees who take the pledge.

Large/medium organizations: Receive 1 point for every 10 employees who attend a workshop.

Useful Links:

[EPA's Household Carbon Calculator](#)

[What You Can Do At Home to Lessen Your Carbon Footprint](#)

E27 **Create an internal competition within your organization (1 to 20 points)**

Initiating an internal competition in your company can result in broader employee participation and increased energy savings. Internal competitions are an easy way to get employees involved and keep them abreast of your organization's current sustainability efforts.

1. Submit an explanation of the competition guidelines and information/data regarding standings.



2. Submit a list of employees (if names cannot be shared, please note the number of attendees from each department).

Small organizations: Receive 1 point for every 5% of your workforce that participates.

Medium/large organizations: Receive 1 point for every 10 employees that participate. *Up to 20 points (200 employees is the maximum that will be rewarded).*

Useful Links:

[Allegheny County Competition Saves \\$119,177 in Reduced Utility Bills](#)

[Fitzgerald Announces Winner of County Green Building Competition](#)

[Using Internal Competitions for Paper Saving](#)

[Energy Star's Bring Your Green to Work Campaign](#)

[L'Oreal I've Got the Power Campaign](#)

E28

Distribute residential sustainability materials to employees (1 to 4 points) +

Sustainability can extend to your employees' homes. Distribute sustainability information (preferably via electronic communication) with helpful guides on energy and water savings, commute options, waste minimization, composting and recycling. Give your employees information on how Act 129 can help residential consumers change their habits, improve wellbeing, and save money.

1. Submit a copy of the educational materials distributed. Include what category the educational materials fall under: Energy, Water, Waste minimization/recycling/compost, alternative transportation.

1 point will be awarded for each category of educational materials distributed.

Repeatable up to 4 times for a total of 4 points.

Useful Links:

[ReEnergize PGH](#)

[WattChoices Act 129 Residential Solutions](#)

[People's Gas Home Energy Jumpstart](#)

[PWSA Stormwater Information](#)

[PRC Learn and Act: Composting, Recycling, Watersheds](#)

[CommuteInfo Commute Cost Calculator](#)

E29

Participate in Earth Hour and Daylight Hour (1 to 2 points) NEW +

Earth Hour is an internationally recognized event where organizations and individuals around the globe will shut off their lights for one hour, in recognition of sustainable practices and the need to reduce our energy use for a sustainable future. Similarly, Daylight Hour calls on participants to shut off their lights and do their work by daylight alone for one hour. In GWC 4.0, Daylight Hour will occur on June 17th 2016, and Earth Hour will occur on March 25th 2017 at 8:30 pm EST. Keep updated with the GWC Newsletter for reminders about these events and others.

1. Submit a photo that shows your organization participating in daylight hour and earth hour (1 point per event/photo).

Repeatable up to 2 times in a competition year for a maximum of 2 points.

Useful Links:

[GWC Newsletter Sign Up](#)

[Daylight Hour](#)

[Earth Hour](#)

E30 **Create a vegetable garden and provide planting support (1 point) NEW**

Show your support for local, healthy food and healthy, engaged employees by starting a vegetable garden. This garden can be on your office grounds or in a nearby community.

Encourage your employees to get involved in garden maintenance, and reap the benefits of growing their own food and getting outside by allowing office time for garden maintenance, and supporting the purchase of supplies. There are many opportunities to partner with local organizations and community groups on garden projects.

1. Submit a description of your garden project, including any communication that documents your collaboration with community groups.
2. Submit a photo of your garden and employees at work.

Useful Links:

[Grow Pittsburgh Community Garden Guide](#)

[Community Garden Map of Pittsburgh](#)

[How to Start Vegetable Gardening](#)

Practice Meatless Mondays (1 point)

E31

Meatless Mondays encourage employees to refrain from eating meat one day a week. Studies show that going meatless once a week is not only good for your health, it's also good for the environment, helping to reduce the waste and carbon footprint associated with producing, processing and delivering your food. Your meatless day can occur any day of the week, so long as it is a regular practice.

1. Submit a copy of your Meatless Monday (or any day) policy OR Submit a sample of your Meatless Monday policy for an in-house cafeteria along with several sample menus showing the meatless options on Mondays (or any day).

Useful Links:

[John's Hopkins Meatless Mondays](#)

[Meatless Mondays](#)

E32 **Make your office into a CSA (Community Supported Agriculture) pickup location (2 points)**

Help your employees eat better and more sustainably while also helping local CSA organizations and farmers. CSAs often need convenient locations to deposit boxes of groceries each week. By volunteering your office space (or finding a space in the building that is accessible to a variety of



companies) you will encourage sustainable consumption and save your employees the additional trip to another location for pickup.

1. Submit a copy of your CSA agreement (email or other paperwork) along with delivery details and/or a photo of one of the deliveries when they start coming for your employees (and neighboring organizations) to pick up.

Useful Links:

[Buy Local PA](#)

[How to Choose a CSA in Pittsburgh](#)

[Find My CSA: Pittsburgh](#)

Education, Training and Workshops

E33 **Attend GWC Workshops (1 to 32 points) + #**

Help your employees and sustainability coordinators become involved in the GWC and more educated in sustainable solutions by encouraging and facilitating attendance of GWC's public workshops. There will be ten workshops offered over the course of the GWC. Three of the ten will be open to public registration. The workshops will cover topics that will be useful to achieve different actions within the GWC. Visit gwcpg.org and visit the "Events and Workshops" menu for an update on GWC events.

1. Submit a document including the title of the workshop, date, location, and list of employees that attended the event (make sure your employees sign in at the workshop as well, and include company affiliation).
2. Earn an additional 2 points if 5 employees post a photo from the event on Twitter or Facebook using the hashtags #gwcpg and #E33 along with your company Twitter handles. Photos must be posted within 5 days of the event for credit.

Large/medium organizations: Receive 1 point for attending and an additional 1 point for every 5 employees who attend a workshop.

Small organization: Receive 1 point for attending and an additional 1 point for every 20% of your employees who attend a workshop.

Repeatable an unlimited number of times in a competition until your employee participation has reached the maximum number of points allotted for GWC workshops (30 points).

Useful Links:

[GWC Website](#)

[Past GWC Workshops](#)

E34 **Create your own workshops to educate employees about sustainability topics (1 to 20 points) +**

Internal workshops and educational programs are some of the best ways to update and involve your employees in company sustainability initiatives. When employees are knowledgeable of how their behavior impacts the environment, they are more likely to buy into and support company sustainability policies and programs, and perhaps bring these new behaviors and mindset to their homes. A list of possible workshop topics based on actions in the GWC is listed below:

- Energy Efficiency Policies at Work and at Home
 - Energy Source Awareness Training

- Rebates offered for the home: Act 129, Watt Choices, Urban Redevelopment Authority, GTECH Strategies, PWSA, PRC, etc (See Local Resource Directory for more local and regional options)
- Alternative Transportation Options, Programs, and Assistance
 - Registering for and using CommuteInfo
 - [*BikePGH Education, Outings and Trainings*](#)
 - Healthy Ride programs
 - Port Authority offerings
 - Commuter Choice Tax Benefits
- Composting, Recycling, and Waste Diversion
 - Self-Conducted Company Waste Audit Procedure
 - Recycling and Composting Options at Home
 - Responsible Electronic Waste Recycling
 - Responsible Hazardous Waste Disposal
- Goals, Pledges and Policies Workshop
 - Workforce update on standing policies and new initiatives
 - Weatherization and Building Efficiency Updates

1. Submit a description of the workshop, including the date, location, topics covered, and target audience.
2. Submit a copy of the attendance list (if names cannot be shared, please note the number of attendees from each department).
3. Submit any presentations or handouts that were used in the workshop.

Small organizations: Receive 1 point for every 5% of your workforce that participates.

Medium/Large organizations: Receive 1 point for every 10 employees that participate.

Repeatable an unlimited number of times in a competition year for a maximum of 20 points (or 100% employee participation).

Useful Links:

[Past GWC Workshops](#)

[BikePGH Employee Support](#)

[IEMEA - Crossroads for Sustainability Presentation](#)

[Zero Waste Pennsylvania Event Services](#)

E35 **Run a training session covering new sustainability policies for staff and employees (1 to 20 points) + !**

To get the most out of your energy saving, water saving, sustainable transportation and waste diversion policies and programs, employees and in-house staff must be informed and trained in how to carry out these sustainable actions. Greater reductions in waste production, energy and water use will occur when employees and staff work together with the same information, instructions and training on new policies. Even greater reductions and innovations will occur if your training includes methods of identifying further opportunities for sustainable action and improvement.

1. Submit an overview of the information that was shared at the training session, including the title, date and location of the session.
2. Submit a copy of the attendance sheet from the training session (if names cannot be shared, please note the number of attendees from each department).

Some ideas for trainings include:

- Compost Training
- Recycling Training
- Vampire Power Policy implementation
- Computer Shutdown Policy implementation
- Lighting Policy implementation
- Equipment Updates
- Energy Star Portfolio Manager Training
- Building Energy Efficiency maximization through behavior change
- *Tracking your Commuter Habits Training*
- *Training on Using your Commuter Tax Benefits*
- *Urban Bike Safety Training*

Small organizations: Receive 1 point for every 5% of your workforce that participates.

Medium/Large organizations: Receive 1 point for every 10 employees that participate.

Repeatable an unlimited number of times in a competition year for a maximum of 20 points (or 100% employee participation).

Useful Links:

[BikePGH Lunch & Learn](#)

[Zero Waste Pittsburgh Education and Outreach](#)

[EPA: Energy Treasure Hunt](#)

[Energy Star Training Center](#)

E36

Host a GWC event or workshop (4 to 16 points) +

If you are interested in hosting a GWC participant workshop or event at your organization, please contact the GWC team at gwc@sustainablepittsburgh.org. We are especially interested in working with new participants to host workshops. Requests will be handled on a first-come, first-serve basis, considering available workshop spaces and dates.

1. Submit a description of the event, including the date, location, topics to be covered, and target audience.
2. Submit a copy of the attendance list (if names cannot be shared, please note the number of attendees from each department)
3. Submit any presentations or handouts that were used in the workshop.

Receive 4 points per event.

Repeatable up to 4 times in a competition year for a maximum of 16 points.

Useful Links:

[Past GWC Workshops](#)

E37

Take a sustainability field trip (1 to 10 points) +

Organizing a field trip to a green center or building can be an excellent way to re-invigorate your company's commitment to sustainability. Taking time for educational opportunities that inspire your employees is a great investment in your company's sustainable future. Some ideas for field trips and tours include: Phipps Conservatory, the David L Lawrence Convention Center, a recycling center, the Frick Environmental Center, the Energy Innovation Center or any of the highly-rated LEED certified buildings in the region (given that you arrange a tour beforehand).

1. Submit a description of the field trip or tour, including the date, location and topics covered.
2. Submit a copy of the attendance list (if names cannot be shared, please note the number of attendees from each departments).

Small organizations: Receive 1 point for every 5% of your organization that attends.

Medium/large organizations: Receive 1 point for every 10 employees that attend.

Repeatable an unlimited number of times in a competition year for a maximum of 10 points (or 100% employee participation).

Useful Links:

[Phipps Conservatory](#)

[Frick Environmental Center](#)

[Pittsburgh Convention Center](#)

[Energy Innovation Center](#)

E38

Host an event in a LEED certified building (1 to 4 points) +

According to the US Green Building Council, as of January 2016 there are 273 LEED certified buildings in Pittsburgh. By holding a meeting, workshop, conference, or other event in a LEED certified building, you show support for green building projects in our region, and may learn some techniques to make your own building(s) more efficient.

1. Submit a description of the event, including the date, location, and purpose of the event.
2. Submit a photo from the day of the event.

Receive 1 point per event.

Repeatable up to 4 times in a competition year for a maximum of 4 points.

Useful Links:

[Phipps Conservatory & Botanical Gardens](#)

[GBA Projects Database](#)

[David L Lawrence Convention Center](#)

E39

Order food for an event that offers local, organic and seasonal ingredients from local providers (1 to 4 points) +

Ordering local, organic and seasonal food is a great way to support the local economy and provide sustainable choices for those who attend your event. There are both environmental and health benefits to eating locally sourced organic and seasonal foods. Organic foods are certified by both the USDA and classified as USDA Organic. Seasonal food is determined by the time of year that food is naturally



harvested. Be sure to utilize the [Sustainable Pittsburgh Restaurant Finder](#) to find great local sustainable restaurants!

1. Submit a description of the event that includes the date and purpose.
2. Submit a copy of the menu.
3. Submit an invoice from the caterer.

Receive 1 point per event with local, organic, seasonal food.

Repeatable up to 4 times in a competition year for a maximum of 4 points.

Useful Links:

[Sustainable Pittsburgh Restaurant Finder](#)

[Farm to Table Catering](#)

[Pittsburgh Association for Sustainable Agriculture](#)

[Eat'nPark- Farmsource](#)

ENERGY

Energy Measurement

EN1

Request utility data access from your landlord (5 points) ▲ NEW !

The GWC team recognizes that many participants do not have direct access to utility data, or only have access to data for a whole building in which they are a tenant. While any action taken towards decreasing energy use is valuable, being able to track and measure that value is the single most significant factor in ensuring continued improvement towards an organization's sustainability goals. With this in mind, the GWC team has created a track for tenants to follow which highly rewards the pursuit of utility data access via engaging other building tenants and the building manager. A simple request to your landlord may be all it takes to gain access to your utility meter information (gas, electric and water). Once utility data is accessed, organizations should continue through to EN5-EN14.

1. Submit a copy of the letter or correspondence sent to your landlord. If your request was in person or over the phone, please request a written letter from the landlord stating the date and content of the conversation.

Useful Links:

[Improve Energy Data Access \(USGBC\)](#)

[Accessing Tenant Utility Data in Triple-Net Leased Buildings](#)

[Tenant Utility Data Release Form](#) (for property managers whose tenants receive utility data directly)

[Alternatives to Tenant Utility Release Forms](#)

EN2

Meet with other building tenants and discuss the value of tracking utilities (5 to 25 points) ▲ NEW + !

Asking other organizations or the tenants in your building to participate in utility data sharing, sustainability initiatives or in the GWC is a big undertaking, and one that can significantly improve your ability to measure the impact of your sustainability initiatives, as well as in the GWC team's ability to measure the overall impact of the GWC for the Pittsburgh region. Even the simple act of having conversations about the efficiency of your building and the impact of your actions and behaviors in regards to utilities can change you and your neighbor's behaviors and attitudes towards tenant responsibilities. If you are a building owner or property manager, engaging your tenants in conversations about energy efficiency can help bridge the gap between energy efficiency building operations and behavioral energy efficiency. The GWC team is happy to assist with crafting your outreach strategy, should you choose to collaborate with neighbors or tenants in your facility. Please contact gwc@sustainablepittsburgh.org for assistance.

1. Submit a description of any meetings with organizations that share your facility, or copies of correspondence with those parties.

Receive 5 points per established contact.

Repeatable up to 5 times in a competition year for a maximum of 25 points.

Useful Links:

[Improve Energy Data Access \(USGBC\)](#)

[Sustainable Mentoring](#)

[Green Button Data Campaign](#)

EN3

Get a letter signed by tenants occupying 50% of space (10 to 50 points) ▲NEW !

If your organization occupies less than half of the building it is a part of, it can be difficult to demonstrate the value of an energy efficiency agreement to your landlord. Coming ready with support from your fellow tenants is a powerful way to demonstrate the real value available to both landlords and tenants if a partnership agreement is pursued. If you manage to get the occupants of 50% of your building space (by square footage) to sign on to a document stating your commitment to adopting energy efficient behaviors, you'll come ready with a strong case for your landlord to consider investing in energy efficient building practices. Contact gwc@sustainablepittsburgh.org for a sample letter.

1. Submit a copy of your signed letter.

Receive 10 points for each 10% of tenants signed on to your letter above 50%. See chart below:

Percent of Tenants Signed	Points
50 – 59%	10
60 – 69%	20
70 – 79%	30
80 – 89%	40
90 – 100%	50

Useful Links:

[Energy Star: Landlords and Tenants Team Up to Improve Energy Efficiency](#)

[Saving Energy With Neighborly Behavior](#)

EN4

Create a benefits-sharing agreement or Green Lease with your landlord (25 points) ▲ !

Green Leases include an agreement between a tenant and property owner and/or property manager outlining how the building will be occupied, operated and managed with the incorporation of sustainable practices. The green lease should provide legal framework to ensure that both the owner and tenant are accountable for making full use of the energy efficiency and sustainable upkeep of the building. Whether you are a tenant, the building owner, or the property manager, a Green Lease is a good, established introduction to collaborating with all stakeholders in a building in order to create an energy efficient space that shares benefits with all stakeholders.

1. Submit a copy of your Green Lease or landlord-tenant agreement. Any pages or sections with sensitive information can be deleted or redacted.

Useful Links:

[NRDC Energy Efficient Lease Guide](#)

[Green Lease Library](#)

[PECPA Green Lease Fact Sheet](#)

[Watt Choices Efficiency Rebates for Small Business \(begins June 1, 2016\)](#)

[Watt Choices Efficiency Rebates for Large Business \(begins June 1, 2016\)](#)

[Watt Choices Efficiency Rebates for Retail \(begins June 1, 2016\)](#)

[Occupant Engagement for Energy Efficiency](#)

EN5

Set up your account on Energy Star Portfolio Manager and share your data with Sustainable Pittsburgh (5 pts) !

You must create an Energy Star Portfolio Manager account in order to track your utility data and costs for the GWC. Follow the steps below to set up your account. Be sure to share your account with Sustainable Pittsburgh so that the GWC team may monitor your utility uploads and award points for participation and reductions.

1. Sign up at <https://portfoliomanager.energystar.gov/pm/signup>
2. Add at least one property to your account
3. Answer questions about your property's size, occupancy, use, etc.
4. Connect to the Green Workplace Challenge:
 - a. On the Portfolio Manager landing page in the upper right hand corner, select "Contacts"
 - b. Under "My Contact" select "Add Contact"
 - c. Select "Find Contact in Portfolio Manager" and type "sustainablepittsburgh" (in the Username section you should see the name SCA Fellow)
 - d. Click "Connect"
 - e. Once you have received confirmation that Sustainable Pittsburgh has accepted your request, you can share your property with the GWC team.
 - f. Select the "Sharing" tab and select the properties that you would like to share.
 - g. Select "Sustainable Pittsburgh" as the company you want to share with.
 - h. Select "Continue"
 - i. Under "Select Permissions for Each Contact" you may select "Read Only" if you want us to only see you data, or select "Write Access" if you would like us to be able to go into your account to help you modify it.
 - j. Once complete, you will receive a notification that you have shared your property on the Portfolio Manager landing page.

Useful Links:

[Portfolio Manager Quick Start Guide](#)

[Sign up for Portfolio Manager](#)

EN6

Enter your GWC 2016 electricity baseline data (10 points) !

A baseline is a historic point of comparison used to track changes and improvements at your property over time. Portfolio Manager allows you to establish separate baseline for both your energy and water consumption. Portfolio Manager sets a default "baseline date" as the first year for which you property has 12 months of data. In order to track energy reductions in the GWC Competition 2016, you must have energy data entered from June 2015 to May 2016. You are not required to change your Portfolio Manager baseline to this GWC standard, but may change this date if you choose on the Goals tab (under "Current and Baseline Targets").

2. Notify the GWC team when you have entered your GWC 2016 energy baseline data, from June 2015 to May 2016, in Portfolio Manager. The GWC Team will verify your baseline through Portfolio Manager.

Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[What is a Baseline? Why is it important?](#)

Enter your GWC 2016 natural gas baseline data (10 points) !

EN7

A baseline is a historic point of comparison used to track changes and improvements at your property over time. Portfolio Manager allows you to establish separate baseline for both your energy and water consumption. Portfolio Manager sets a default “baseline date” as the first year for which you property has 12 months of data. . In order to track energy reductions in the

GWC Competition 2016, you must have energy data entered from June 2015 to May 2016. You do not have to change your Portfolio Manager baseline to this GWC standard, but may change this date if you wish on the Goals tab (under “Current and Baseline Targets”).

1. Notify the GWC team when you have entered your GWC 2016 natural gas baseline data, from June 2015 to May 2016 in Portfolio Manager. The GWC Team will verify your baseline through Portfolio Manager.

Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[What is a Baseline? Why is it important?](#)

EN8

Choose your energy legacy baseline year (10 points) NEW

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe. By keeping track of your progress compared to a more distant 12-month period, called a “legacy baseline”, your organization will see the

impact of its sustainability initiatives on a broader scale. In order to set your legacy baseline, compile a full set of data from any 12-month period between June 2010 and May 2015, and be sure it is entered, in its entirety, into your Portfolio Manager account. Please note, your energy legacy baseline year cannot be the same as the GWC 2016 competition year.

1. Submit a description of your baseline year selection, any 12-month period from June 2010 to May 2015.

Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[What is a Baseline? Why is it important?](#)

EN9

Keep your Portfolio Manager account up to date (1 to 12 points) NEW + !

It is critical to consistently track your energy usage to measure the success of your sustainability programs, policies and practices. It is also critical in order to award points in the GWC. Be sure to upload your monthly utility data regularly to make informed energy

choices.

2. Update your utility data to Portfolio Manager every month. The GWC Team will monitor Portfolio Manager uploads.

Receive 1 point for every consecutive month you update your utility information.

Repeatable up to 12 times in a competition year for a maximum of 12 points.

Useful Links:

[Enter Data into Portfolio Manager](#)

EN10

Use your greenhouse gas emissions survey (5 points)

As energy usage information is entered for each property, Portfolio Manager calculates the total emissions associated with the building. In order to quantify emissions, Portfolio Manager employs regional factors that reflect the fuels and technologies used to generate energy within each region. Entering consistent utility information should provide

Portfolio Manager with enough data to generate a greenhouse gas emission figure for each of your properties. You can find this information in the Summary tab at the left hand bottom corner of the Portfolio Manager landing page, or in Goals in the “Metrics Comparison for Your Property & Your Target” table.

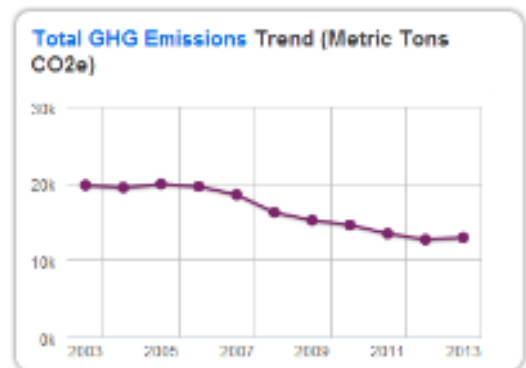
1. Submit a screenshot of your greenhouse gas emissions survey, as shown below.

Examples:

Metrics Comparison for Your Property & Your Target

Metric	Baseline (May 2013)	Current (May 2013)	Target*	Median Property*
ENERGY STAR score (1-100)	Not Available	Not Available	Not Available	50
Source EUI (kBtu/ft²)	203,651.4	203,651.4	195,505.3	148.1
Site EUI (kBtu/ft²)	168,959.1	168,959.1	162,200.7	122.8
Source Energy Use (kBtu)	256,600,701.7	256,600,701.7	246,336,673.6	186,606.0
Site Energy Use (kBtu)	212,888,515.9	212,888,515.9	204,372,975.3	154,728.0
Energy Cost (\$)	8,344.27	8,344.27	8,010.50	6.06
Total GHG Emissions (Metric Tons CO2e)	18,877.7	18,877.7	18,122.6	13.7

* To compute the metrics at the target and median levels of performance, we will use the fuel mix associated with your property's current energy use.



Useful Links:

[How Portfolio Manager Calculates Greenhouse Gas Emissions](#)

[Portfolio Manager Technical Reference: Greenhouse Gas Emissions](#)

EN11

Include utility costs in Portfolio Manager data (5 points)

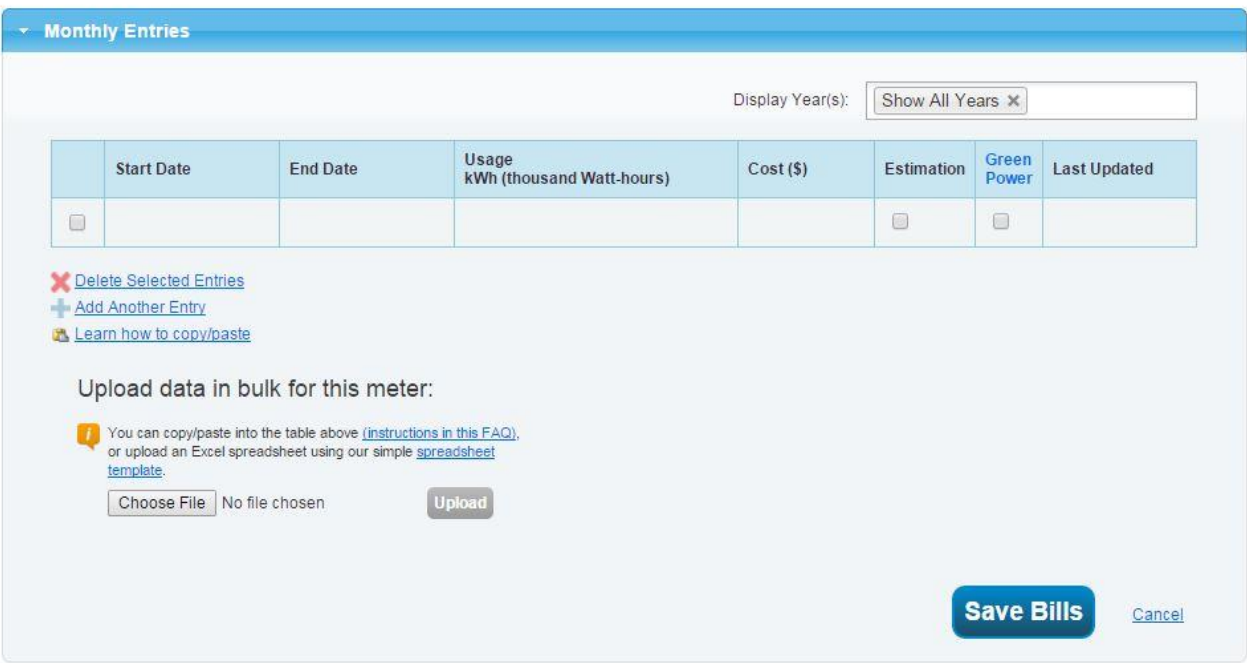
When you reduce your energy use, you save money. Be sure to keep track of how much money your organization is saving by consistently updating your utility costs. These numbers are critical to demonstrating the ROI of your organization's sustainability

initiatives.

Note: Utility cost data is kept confidential, and will not be used in the energy or points calculations for the GWC. Utility cost data is there purely for your records to keep track of utility savings.

1. Submit a screenshot of your utility costs and savings.

Example Screen Shot:



Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power	Last Updated
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	

[X Delete Selected Entries](#)
[+ Add Another Entry](#)
[📖 Learn how to copy/paste](#)

Upload data in bulk for this meter:

i You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

No file chosen

[Cancel](#)

Useful Links:

[Adding Utility Data to Portfolio Manager](#)

EN12

Reduce your organization's energy usage (10 to 1925 points) !

While being aware of your energy usage is the first step towards becoming a sustainable workplace, attaining reductions from the baseline is the most crucial step in reducing your workplace's energy usage.

1. The GWC team will tabulate energy reduction points monthly prior to the GWC workshop. Your organization's points from this action will fluctuate throughout the competition year based on your energy usage performance from month to month. Only reductions tabulated at the end of the competition year are final.

GWC staff will round reductions to the nearest percent, and award points based on the following chart:

Point Calculation

Percent	Points From	To
1-5%	10	50
6%-10%	65	125
11% - 100%	145	1925 (20 points for each additional %)

Note: Points will only be calculated for organizations that have entered utility data within the three months prior to the current competition month. If your organization has not entered utility data within this three month window, no points will be calculated that month.

Note: In order to receive points at the end of the competition year, utility data must be entered in full (every month) from June 2016 to July 2017.

Note: If your organization has shared more than one facility with the challenge, the overall energy usage reduction of your entire building portfolio will be calculated by weighing energy reductions by the square footage of the facilities.

Useful Links:

[Portfolio Manager Guidelines for Energy Management Overview](#)

[Simple ways to save energy at work \(UPS\)](#)

[Cheap ways to save energy at your office](#)

[Energy Star Tools and Resources](#)

EN13

Track your energy reduction legacy (3 to 450 points) NEW

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe in addition to the GWC baseline year. By keeping track of your progress compared to your legacy baseline year, your organization will see the impact of its sustainability initiatives on a broader scale.

1. The GWC team will tabulate energy reduction points monthly prior to the GWC workshop. Your organization's points from this action will fluctuate throughout the competition year based on your energy usage performance from month to month. Only reductions tabulated at the end of the competition year are final.

GWC Staff will compare your current year energy use to this baseline at the competition year's end. The team will round reductions to the nearest percent, and award points based on the following chart:

Points Calculation

Percent	Points From	To
1-5%	3	15
6%-10%	20	40
11% - 100%	50	450 (5 points for each additional %)

Note: Points will only be calculated for organizations that have entered utility data within the three months prior to the current competition month. If your organization has not entered utility data within this three month window, no points will be calculated that month.

Note: In order to receive points at the end of the competition year, utility data must be entered in full (every month) from June 2016 to July 2017.

Note: If your organization has shared more than one facility with the challenge, the overall energy usage reduction of your entire building portfolio will be calculated by weighing energy reductions by the square footage of the facilities.

Useful Links:

[Portfolio Manager Guidelines for Energy Management Overview](#)

[Simple ways to save energy at work \(UPS\)](#)

[Cheap ways to save energy at your office](#)

[Energy Star Tools and Resources](#)

EN14

Join the GWC All Stars team in Energy Star’s Battle of the Buildings (5 points) NEW

Energy Star Portfolio Manager has its own building battle, and the GWC All Stars are playing to win! Join our GWC All Stars team and help the Pittsburgh region gain national recognition for its energy and water efficiency initiative. To join the Battle of the Buildings, follow the instructions on the Portfolio Manager website. Then, please contact gwc@sustainablepittsburgh.org with the Portfolio Manager Building IDs and Names of all the facilities you would like to have on the GWC All Stars team.

Note: You may compete both individually and as a member of a team- if your individual organization or building performs exceptionally well, you will receive recognition.

1. Submit a screenshot of your registration with the GWC All Stars team in Portfolio Manager’s Battle of the Buildings 2016-2017.

Useful Links:

[Energy Star’s Battle of the Buildings](#)

EN15

Earn Energy Star certification (5 to 10 points) !

Energy Star rates the “average” building at 50. By being more efficient you are challenging building owners around the country to be more sustainable while saving money for your business. If you achieve an Energy Star rating of 75 or above, you qualify for Energy Star certification.

1. Submit a screenshot of your Energy Star rating of 75 or above.

Points will be awarded based on your rating, depicted in the following chart:

Points associated with Ratings

EPA Energy Star Performance Rating	Points
75-78	5
79-82	6
83-86	7
87-90	8
91-94	9
Over 95	10

Useful Links:

[ENERGY STAR certification](#)

[How to apply for ENERGY STAR certification](#)

[Goals & Pledges](#)

EN16

Compare your facility’s performance rating to the industry average (10 points)

Once you have entered your utility data, it is helpful to see how efficient your building functions compared to similar buildings. These comparisons can help you make an informed reduction target. Your facility’s ranking can be found in the “My Portfolio” tab to the right of your building name and address, or under “Goals” in the “Metrics Comparison for Your Property &

Your Target” table. Be sure to look at your Site and Source EUI measures, as these numbers are directly related to your Energy Star certification, and are more relevant to whole-building system and operations analysis.

1. Submit screenshot of your Portfolio Manager page displaying your ranking relative to the industry average benchmark for your space type.

Examples:



Metrics Comparison for Your Property & Your Target

Metric	Baseline (May 2013)	Current (May 2013)	Target*	Median Property*
ENERGY STAR score (1-100)	Not Available	Not Available	Not Available	50
Source EUI (kBtu/ft²)	203,651.4	203,651.4	195,505.3	148.1
Site EUI (kBtu/ft²)	168,959.1	168,959.1	162,200.7	122.8
Source Energy Use (kBtu)	256,600,701.7	256,600,701.7	246,336,673.6	186,606.0
Site Energy Use (kBtu)	212,888,515.9	212,888,515.9	204,372,975.3	154,728.0
Energy Cost (\$)	8,344.27	8,344.27	8,010.50	6.06
Total GHG Emissions (Metric Tons CO2e)	18,877.7	18,877.7	18,122.6	13.7

* To compute the metrics at the target and median levels of performance, we will use the fuel mix associated with your property's current energy use.

Useful Links:

[Portfolio Manager Fact Sheet](#)

[Eligibility criteria for the 1-100 ENERGY STAR score](#)

[EPA Portfolio Manager Training Opportunities](#)

[Portfolio Manager Fact Sheet](#)

[Learn how Portfolio Manager Helps you Save](#)

Compare your facility’s performance to the 2030 District baseline year average (10 points) NEW

EN17

If your facility is participating in the Pittsburgh 2030 District, be sure to compare your current utility data to the 2030 baseline data. The 2030 districts utilize the Department of Energy’s Commercial Building Energy Consumption Survey (CBECS) 2003 data, particular to your building’s use type and region, as its baseline year for reductions by 2015 and 2030. You can find your building type’s 2003 CBECS data by using the EPA Target Finder tool. If you cannot find your building type or region in the Target Finder tool, utilize the Architecture 2030 Target Tables.

1. Submit a screenshot of the source EUI data for your building type from the CBECS 2003 data.
2. Submit a description of how your current GWC 2016 baseline data compares to the CBECS 2003 data.

Useful Links:

[Pittsburgh 2030 District Energy Baselines](#)

[EPA Target Finder](#)

[Architecture 2030 Target Tables](#)

Pledge to reduce your organization’s energy usage (25 points) !

EN18

By making a pledge to reduce your energy usage by a specific percentage, you have a measurable goal to strive towards. Be sure to have set your energy baseline (EN6, EN7 and EN8), or be aware of your organization’s energy usage in order to set a specific, measurable, attainable and relevant goal. Set a deadline that is commensurate with the degree of the goal you have



set. Reaching your organization's goal will result in both monetary and environmental benefits. A reduction goal of just 3 to 4% can make a significant difference.

1. Submit a screenshot of the pledges your organization plans to make.
2. Submit your organization's target percentage reduction goal to meet with your portfolio of facilities entered into Portfolio Manager. Set the reduction goal in relation to your baseline. This will make it simple to track your progress.

Note: The energy usage is adjusted in Portfolio Manager based on degree days. An unusually hot summer or cold winter could still result in significant energy reduction verses weather, even if overall energy usage is higher.

Note: An organization must set its reduction goals by September 30th, 2016.

Useful Links:

[Breathe Project – Make a pledge](#)

[Set Goals with Energy Star](#)

EN19

Write an energy strategy and improvement plan (5 points) NEW

Energy strategy and improvement plans help organizations map out their current energy usage and emission levels. The plan acts as a guideline to formulate energy reduction goals and strategies.

1. Submit a .pdf copy of your Energy Strategy and Improvement Plan with goals and strategies outlined.

Useful Links:

[New York University](#)

[Comprehensive Energy Strategy for Connecticut: Draft](#)

[EPA State and Local Climate and Energy Program](#)

[University of Hawaii at Manoa – Strategic Energy Plan](#)

[UC Berkley Strategic Energy Plan](#)

EN20

Reach your energy reduction goal (25 points) !

If your organization's calculated energy reductions meet or exceed your previously determined energy reduction target (EN18), the GWC team will verify that you have met your reduction target and grant an additional 25 points.

1. The GWC team will verify that you have met your reduction target through Portfolio Manager. These points will only be awarded for reductions that stand at the end of the GWC competition year.

Useful Links:

[Energy Star Success Stories](#)

EN21

Write a policy to construct new buildings to LEED BD + C standards (3 points) NEW

Demonstrate your organization's leadership in energy efficiency and sustainability by committing to LEED Building Design + Construction standards for any new construction projects. By making this commitment, your organization will demonstrate its dedication and belief in the long-term necessity of significant energy use reductions.

1. Submit a copy of your LEED certification construction policy.

Useful Links:

[USGBC - List of Policies Adopting/Referencing LEED](#)

[LEED FAQ](#)

Indoor Energy Use

EN22

Update your lighting with more efficient bulbs (5 to 50 points)

Updating your lighting to more efficient bulbs will save your organization money on electric bills immediately upon installation. In addition to using far less energy, these new bulbs will last years longer than incandescents. Start saving now by replacing burnt out bulbs with updated Compact Fluorescents (CFLs) or Light Emitting Diodes (LEDs). Be sure to properly recycle old bulbs.

1. Submit the total number of lighting fixtures capable of being replaced in your building.
2. Submit a photo of the packaging with information about the bulbs replaced (type, wattage, lumens) and the new bulbs (type, wattage, lumens).
3. Submit photos of the installed light replacements.

Receive points according to the following chart. You will receive 5 points for each 20% of your total lighting upgraded or eliminated from Incandescents to CFLs or CFLs to LEDs, or 10 points for each 20% of your total lighting upgraded or eliminated from Incandescents to LEDs directly:

Starter bulb	Incandescent		CFL
Replacement bulb	CFL	LED	LED
20% total lighting	5 pts	10 pts	5 pts
40% total lighting	10 pts	20 pts	10 pts
60% total lighting	15 pts	30 pts	15 pts
80% total lighting	20 pts	40 pts	20 pts
100% total lighting	25 pts	50 pts	25 pts

Useful Links:

[US Dept. of Energy – Lighting Choices to Save you Money](#)

[US Dept. of Energy – Choosing Energy-Saving Lighting Products Saves You Money](#)

[US Dept. of Energy – Energy Savers](#)

[Light Bulb Comparison](#)

EN23

Install motion sensors or programmable light switches (5 to 25 points)

Installing motion sensors or programmable lighting will help to ensure that energy is not wasted lighting empty rooms. Motion sensor lighting will turn off the lights in a specific area after a set time of inactivity. Installing motion sensors and programmable switches is often as simple as replacing existing switches.

1. Calculate the total number of traditional switches capable of being upgraded.



2. Submit the following via description or photos of packaging: manufacturer, lighting sensor spec sheets, building in which sensors/switches were installed.
3. Submit photos of the installed sensors/switches

Receive 5 points for every 20 percent of your traditional light switches that are replaced (or eliminated) by sensors or programmable switches. (If an exact percentage cannot be calculated please provide a ballpark figure.)

Useful Links:

[US Dept. of Energy Lighting](#)

[Lighting Controls](#)

[US Dept. of Energy Lighting Savings](#)

EN24

Retrofit parking lot/garage lighting (5 to 25 points)

Retrofitting or replacing garage lighting with energy efficient fluorescent or LED lighting often boosts the feeling of security and safety for parking garage users while realizing significant savings energy costs.

1. Calculate the total number of lighting fixtures capable of being upgraded.
2. Submit the following via description or photos of packaging: manufacturer, lighting pics, building in which lights were installed for both the old and new lights.
3. Submit photos of the installed lights.

Receive 5 points for every 20 percent of your total lighting that is replaced (or eliminated) by CFLs or LEDs. (If an exact percentage cannot be calculated please provide a ballpark figure.)

Useful Links:

[Wellesley College Parking Garage Lighting Retrofit Case Study](#)

[City of Sacramento Bi-level LED parking garage retrofits Case Study](#)

[San Mateo County -- San Mateo County drives down electricity costs in parking garage Case Study](#)

Write and implement a vampire power policy (1 point)

EN25

Vampire power is energy consumed from the grid when appliances aren't in use, but are plugged in. By unplugging devices, you will save both energy and money. Suggested policy guidelines include: auto-shut off plans for computers and appliances (EN26), smart

strips in lieu of standard power strips or plugs (EN27), unplugging appliances that are rarely used, unplugging appliances during times of non-use and educating employees on techniques to reduce vampire power.

1. Send a copy of your vampire power policy.

Useful Links:

[Smart Electronics Initiative](#)

[Energy Star- Standby Power and Energy Vampires](#)

[Green Options – How to Reduce Vampire Power](#)

[Sierra Club – Vampires in your house](#)

EN26

Write and implement a computer shutdown policy (1 point)

Setting office computers to shut down at a preselected time is a great and easy way to reduce energy consumption. Set your office computers to automatically shutdown at a preset time to ensure your computers are never accidentally left in standby. Automatic shutdowns contribute to significant energy savings, especially for larger offices with multiple computers.

1. Submit a screenshot of office computer settings indicating a preset shutdown time.

Useful Links:

[Automatic Shutdown - Windows Vista](#)

[Energy Star - Activate Power Management Features](#)

[Dept. of Energy – Energy Efficient Computer Use](#)

EN27

Use Smart Strips (1 point)

A smart strip is a power strip with a feature that turns off idle electronics to diminish vampire load, or the energy that electronics draw when they are plugged in but not in use. Some smart strips will automatically turn on all outlets when you turn on a single item (for instance you turn on your computer tower and your monitor and task lighting automatically turn back on). Using smart strips will save energy and money for your office.

1. Submit a copy of the policy that dictates the purchase of smart strips, a timeframe for the replacement of old power strips, and a responsible recycling policy for old power strips (most Staples stores will take consumer drop-offs and are certified by the Basel Action Network).
2. Submit invoices and receipts for the purchase of smart strips.

Useful Links:

[How Stuff Work: Smart Strips](#)

[Recycle Power strips](#)

[Responsible Electronics Recycling](#)

Rewire your electricity with a kill-switch (1 point) NEW

EN28

Kill switches enable you to shut off the electricity to an entire room, floor, building, or a certain percentage of outlets. These switches make it easy to ensure no electricity is lost to vampire power or machines left on standby or plugged into unnecessary outlets.

1. Submit an invoice or work order for the rewiring of your facility, or submit blueprints of your kill-switch wiring.

Useful Links:

[WT Sustainability uses a Kill Switch](#)

Outdoor Energy Use

EN29

Install a cool or green roof (1 to 10 points)

Cool or green roofs cool themselves by reflecting radiant energy to surroundings rather than absorbing that energy, like a typical tar-covered black roof does, thereby conducting less energy into the building. The less hot your building gets, the less energy you will use

to cool it. Additionally, green and cool roofs help to diminish urban heat island effect. A variety of roofs can count as “cool” and range from cool roof shingles and coverings, green roofs, and painting roofs in a cool roof coating (usually white, but available in a variety of colors).

1. Submit documentation detailing the specifics of the cool roof, the overall percentage of cool roof coverage.
2. Submit proof of purchase or installation.

1 point will be awarded for every 10% of total roof coverage that is cool or green.

Useful Links:

[Cool Roofs.org](http://CoolRoofs.org)

[Department of energy: Cool Roofs](#)

[Green Roof popping up in big cities](#)

[Green Roofs.org](http://GreenRoofs.org)

EN30 **Use landscaping for heat island reduction (1 to 5 points) &**

Just as green roofs will reduce urban heat island effect, proper landscaping can have an impact on urban heat island effect as well as the temperature regulation of your building.

Reducing dark surfaces and pavements by increasing plantings and installation of cool pavements with an SRI of 29 or greater reduces the retention and radiation of heat by pavements and awnings.

1. Submit documentation detailing the installation plan.
2. Submit photographs of the installed landscaping or cool pavements, which may include:
 - a. Open grid paving (1 point)
 - b. Increased tree cover (1 point)
 - c. Install Solar Shade of SRI 29 or higher (1 point)
 - d. Hardscape with an SRI of 29 or greater (1 point)
 - e. Conversion of hardscape into landscape areas (1 point)

1 point will be awarded for each kind of installation that is verified.

Useful Links:

[Heat Island Reduction Activities](#)

[EPA: Basic information about Urban Heat Islands](#)

[Cooling Urban Heat Islands with Sustainable Landscapes](#)

EN31 **Install exterior lighting photo sensors (2 points)**

Installing exterior lighting with photo-sensors, a feature that detects the presence of light, can greatly diminish your outdoor lighting energy costs, and can preserve the bulbs used in your lighting.

1. Submit receipts or other proof of purchase of light sensing enabled fixtures.
2. Submit photos of the installed light fixtures.

Useful Links:

[Convert Lighting Fixture into Photo sensing lights](#)

EN32

Install solar-powered exterior lights (5 points) NEW

Solar panels on street lamps convert sunlight during the daytime into energy that is stored for use at night. Solar powered lamps help reduce wiring, electricity and trenching costs. The LED also minimizes annual maintenance visits, and in less dense areas they can minimize copper theft.

1. Submit receipts, invoices or completed work orders from the lamp installation. Should include the installation company and dates of installation.
2. Submit photos of the installed light fixtures.

Useful Links:

[The Advantages of Solar Street Lights](#)

[On Semiconductor - Solar Powered LED Street Lighting](#)

[Solar Street Lights USA - Solar Light Installation](#)

[LED Magazine \(Outdoor\) - News & Articles](#)

EN33

Use a shading feature for an outdoor central AC unit (1 point)

Shading your air conditioning unit with a plant or through another method helps prevent unnecessary cooling of the unit and save up to 10% of you air conditioning costs.

1. Submit a photo of the plant or shading system next to your outdoor A/C compressor unit.

Useful Links:

[Landscape for life](#)

[Effectiveness of Shading A/C Systems](#)

Energy Source and Awareness

EN34

Conduct an Energy Audit (20 points) !

Energy audits help identify where energy is being wasted in your building as well as provide solutions to stop wastage, improve overall energy efficiency and lower your utility costs. Be sure to look in the Local Resource Directory for grants, subsidies and low-cost audits offered by regional utilities and nonprofits.

1. Submit a copy of your energy audit or a letter from the auditor confirming they have completed an audit for your space/facility.

Useful Links:

[Basic Energy Audit](#)

[Small Office Building Energy Audit](#)

[Ithaca College: Energy Audit Checklist](#)

[URA Business Energy Savings Program](#)

EN35

Implement suggestions from your energy audit (1 point) +

To ensure your investment in your energy audit is put to good use, your business needs to implement the energy savings measures that were outlined in your audit.

1. Submit your energy audit results with the suggested action you would like points for highlighted.
2. Submit proof of implementation of each individual action, which can include:
 - a. An invoice, statement, receipt or proof of purchase.
 - b. A statement of completion on official letterhead from the company or in-house staff executing the service or supplying the goods.
 - c. If the action taken required an inspection or permit, a copy of the inspection report or a copy of the permit can serve as proof of implementation.
 - d. Internal documentation demonstrating that an in-house team completed the action along with any necessary receipts of purchase.

1 point will be awarded for each suggested energy audit action that you implement. To receive points for the actual action taken, be sure to create a separate submission for the action that was taken (i.e. if your energy audit suggested replacing your incandescent lights with more energy efficient bulbs, you would need to submit for action “EN22: Update your lighting with more efficient bulbs” in order to gain points for those bulb updates. Submitting for EN35 is an opportunity to gain an additional point for acting on the audit’s suggestion)

Repeatable an unlimited number of times in a competition year. There is no points cap on this action.

Useful Links:

[URA Business Energy Savings Program](#)

Note for small and medium-sized businesses: In the Urban Redevelopment Authority’s pilot study, businesses that participated in the program and implemented outlined energy saving measures saved an average of 15% or \$3,000 on their utility bills.

[Database of National and State Energy Efficiency Rebates and Incentives](#)

EN36

Purchase electricity from a renewable energy source (4 to 88 points)

Go to <http://papowerswitch.com/shop-for-electricity/shop-for-your-business/> to find available renewable energy providers and support the growth of clean energy with your utility bill dollars. All your business needs to do it switch providers with your delivery company (e.g. Duquesne Light). Nothing will change in your day to day operations.

1. Purchase renewable power for at least 5 consecutive months, OR
2. Purchase renewable power for at least 10 consecutive months (for double points)
3. Submit copies of your utility bills for the appropriate months. They should include information regarding the energy mix and what percentage of your electricity comes from renewable sources.

Points will be rewarded on the following scale:

Points for Green Energy Purchasing

% of Renewable of total Power Purchased	5 to 9 months	10 or more months
Up to 10%	4	8
20%	8	16
30%	12	24
40%	16	32
50%	20	40
60%	24	48
70%	30	60
80%	36	72
90%	40	80
100%	44	88



Note: Be sure to update your Energy Star Portfolio Manager to reflect your purchase of renewable energy. This can be done by going to your Meters tab, and checking the “Green Power” box for the appropriate meter. This will impact your GHG emissions report.

Useful Links:

[NREL: Buying Green Energy](#)

[Penn Future Green Energy](#)

[Energy.gov Can I buy Green Power in my State?](#)

EN37

Purchase electricity from a renewable Pennsylvania source (3 to 30 points)

Purchasing renewable energy is an excellent move towards sustainable sourcing, but purchasing that renewable energy from local PA sources strengthens and encourages the growth of the renewable energy market right here in PA. Go to

<http://papowerswitch.com/shop-for-electricity/shop-for-your-business/> to look for PA renewable energy. As with most purchases, it is better to buy local!

1. Submit copies of your utility bills for the appropriate months. They should include information regarding the energy mix and what percentage of your electricity comes from renewable sources. Ensure that the PA source is highlighted in your submission.

Receive 3 point for every 10% of green power purchased that originates in PA. Note that these points can be claimed in addition to the renewable energy itself so be sure to submit for EN36.

Note: Be sure to update your Energy Star Portfolio Manager to reflect your purchase of renewable energy. This can be done by going to your Meters tab, and checking the “Green Power” box for the appropriate meter. This will impact your GHG emissions report.

Useful Links:

[Greener Pittsburgh Solar Switch](#)

[PennFuture PA Green Energy](#)

[NRDC: Green Power in PA](#)

Enroll in a demand response program (3 points)

EN38

Demand response is an energy conservation programs that pays electric consumers to reduce their electricity usage in response to high prices or emergencies on the electric grid. If you have the ability to reduce HVAC, lighting or other energy consumption for short periods of time you are a great candidate for the program.

1. Submit documentation from your energy provider showing that your demand response program application has been accepted.

Useful Links:

[Energy.gov Demand Response](#)

[Demand Response Case Studies](#)

[Act 129 Demand Response information](#)

EN39

Install on-site renewable energy (4 to 88 points)

Generating your own renewable energy through solar, wind, co-generation, hydropower or other sources is a great accomplishment for building owners or those who have control over capital improvements in your building’s budget. On-site energy generation may seem like a lofty goal, but it can be a consideration for long-term building improvement plans. If you are generating any power onsite through solar, wind, co-generation, hydropower or other sources, you are eligible for this credit.

1. Submit the photograph(s) of your on-site renewable energy installation.
2. Submit details or specifications about the system (type, manufacturer, system potential, actual power generation per year/month)
3. Submit verification of the percentage of monthly power which your on-site source generates for correct point value.

Points for Green Energy Generation

% of Renewable of total Power Purchased	5 to 9 months	10 or more months
Up to 10%	4	8
20%	8	16
30%	12	24
40%	16	32
50%	20	40
60%	24	48
70%	30	60
80%	36	72
90%	40	80
100%	44	88

Note: Be sure to update your Energy Star Portfolio Manager to reflect your on-site renewable energy. This can be done by going to your Meters tab and creating a new meter for your on-site energy generation. Be sure to include your meter for energy from the grid, as well.

Useful Links:

[Solarize Allegheny County](#)

[SolarCity comes to Pittsburgh](#)

EN40

Purchase CO2 offsets (3 to 30 points)

Reducing CO2 emissions is always a priority; however, carbon outputs that cannot be eliminated can be offset by purchasing CO2 offsets for non-electricity based CO2 emissions, such as natural gas vehicle emissions. Funds from CO2 offset purchases are used to finance renewable energy, forestry and resource conservation production that reduce the impact or contribute to future reductions of greenhouse gas emissions. Ensure that the offsets you are purchasing are real, additional (i.e. not simply upholding a mandatory county, state or national standard), verifiable, enforceable and permanent. Look for a Green-e Climate certification on the offset program you are purchasing.

1. Purchase CO2 offsets for at least 5 consecutive months.
2. Submit a scanned, photocopied of screenshot image of your offset certificate(s).
3. Submit copies of your utility bills from the appropriate months.

Receive 3 points for each 10% of CO2 you offset (for a 5-month period). For example, offsetting 10% of your usage earns your organization 3 points; offsetting 20% of your usage earns 6 points, and so on. To receive points for taking this action you must purchase CO2 offsets for at least 5 consecutive months. If you purchase CO2 offsets for 10 or more consecutive months, your points will be doubled.

Useful Links:

[Buying Carbon Offsets: What You Need to Know](#)

[Green-e Carbon Offset Certification](#)

[Carbon Offset Research and Education – What are Offsets?](#)

[Carbon Offset Research and Education – Offset Providers](#)

[Native Energy – Carbon Offsets](#)

[NREL Carbon Neutral Research Campuses](#)

EN41

Install power generating exercise machines in gyms (2 points)

Adopting power generating exercise machines in your facility's recreation center is a strong way to help promote an environmentally friendly image, increase the visibility of sustainable implementations and reduce electricity bills.

1. Submit a receipt or invoice for the purchase of the power generating exercise machines, including the number of machines purchased.
2. Submit a photo of the power generating machines in your recreation center.

Useful Links:

[Green Living Online - Power of Getting Fit](#)

[Cal Poly Rec Center - Harvesting Human Exercise Power](#)

[ReRev - How It Works](#)

WATER

Measurement

Note: Water usage is tracked through Energy Star Portfolio Manager. If you have not set up your Portfolio Manager account, please go to the Energy section and complete actions EN5-EN9.

WA1

Establish a water use baseline (10 points) !

A baseline is a historic point of comparison used to track changes and improvements at your property over time. Portfolio Manager allows you to establish separate baseline for both your energy and water consumption. Portfolio Manager sets a default “baseline date” as the first year for which your property has 12 months of data. For GWC 2016, your baseline year should fall between June 2015 and May 2016.

1. Notify the GWC team when you have entered a baseline in Portfolio Manager. The GWC Team will verify your baseline through Portfolio Manager.

Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[What is a Baseline? Why is it important?](#)

[What is a Baseline and How Can I Change it?](#)

WA2

Choose your water legacy baseline year (10 points) NEW

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe. By keeping track of your progress compared to a more distant 12-month period, called a “legacy baseline”, your organization will see the impact of its sustainability initiatives on a broader scale. In order to set your legacy baseline, compile a full set of data from any 12-month period between June 2010 and May 2015, and be sure it is entered, in its entirety, into your Portfolio Manager account. Please note, your water legacy baseline year cannot be the same as the GWC 2016 competition year.

1. Submit a description of your baseline year selection, any 12-month period from June 2010 to May 2015.

Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[What is a Baseline? Why is it important?](#)

WA3

Conduct a water audit (10 points) NEW !

Water audits can help your organization identify opportunities to improve your water use efficiency. A water audit will help you identify where you are using the most water at your office or in your organization, and identify cost-effective ways to use less. Water audits can also help identify leaks, runs and drips that you might not be able to see or hear in day-to-day work.

1. Submit a copy of your work order or invoice for the water audit.

Useful Links:

[Home Water Audit Checklist](#)

[Steps in a Water Audit](#)

WA4

Reduce your organization's water usage (10 to 1925 points) !

Reducing your organization's water usage should be a priority if your organization truly wants to commit to sustainability. By using less water your organizations can save money and reduce both energy and water usage.

1. The GWC team will tabulate energy reduction points monthly prior to the GWC workshop. Your organization's points from this action will fluctuate throughout the competition year based on your energy usage performance form month to month. Only reductions tabulated at the end of the competition year are final.

GWC staff will round reductions to the nearest percent, and award points based on the following chart:

Point Calculation

Percent	Points From	To
1-5%	10	50
6%-10%	65	125
11% - 100%	145	1925 (20 points for each additional %)

Note: Points will only be calculated for organizations that have entered water data within the three months prior to the current competition month. If your organization has not entered water data within this three month window, no points will be calculated that month.

Note: In order to receive points at the end of the competition year, water data must be entered in full (every month) from June 2016 to July 2017.

Note: If your organization has shared more than one facility with the challenge, the overall water usage reduction of your entire building portfolio will be calculated by weighing water reductions by the square footage of the facilities.

[Useful Links:](#)

[EPA WaterSense](#)

[Saving water in Office Buildings](#)

[Water Use it Wisely for Office Buildings](#)

WA5

Track your water reduction legacy (3 to 450 points) NEW

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe. By keeping track of your progress compared to your legacy baseline, your organization will see the impact of its sustainability

initiatives on a broader scale.

1. The GWC team will tabulate water reduction points monthly prior to the GWC workshop. Your organization's points from this action will fluctuate throughout the competition year based on your water usage performance form month to month. Only reductions tabulated at the end of the competition year are final.

GWC Staff will compare your current year water use to this baseline each month. The team will round reductions to the nearest percent, and award points based on the following chart:

Points Calculation

Percent	Points From	To
1-5%	3	15
6%-10%	20	40
11% - 100%	50	450 (5 points for each additional %)

Note: Points will only be calculated for organizations that have entered water data within the three months prior to the current competition month. If your organization has not entered water data within this three month window, no points will be calculated that month.

Note: In order to receive points at the end of the competition year, water data must be entered in full (every month) from June 2016 to July 2017.

Note: If your organization has shared more than one facility with the challenge, the overall water usage reduction of your entire building portfolio will be calculated by weighing water reductions by the square footage of the facilities

Useful Links:

[Boston Water Use Reduction](#)

[Nestle Reduces Water Use by Two Thirds](#)

Goals & Pledges

WA6

Pledge to reduce your organization's water usage (25 points) !

By setting a specific target reduction goal, your organization is more likely to reduce the amount of water used at its facility/facilities. Reaching your organization's goal will result in both monetary and environmental benefits.

1. Submit a screenshot of the pledges your organization plans to make.
2. Submit your organization's target percentage reduction goal to meet with your portfolio of facilities entered into Portfolio Manager. Set the reduction goal in relation to your baseline. This will make it simple to track your progress.

Note: An organization must set its reduction goals by September 30th, 2016.

Useful Links:

[Set Goals with Energy Star](#)

WA7

Adopt standard water conservation practices and write them into a policy (10 points) NEW !

Adopting and implementing standard water conservation practices can help spur the behavioral changes necessary to reduce your organization's water consumption. Creating a policy that details how water should be used in your office will make it easier for your employees to take action and make the best choices to conserve water at the office. Water conservation ideas are listed below. If followed, this policy and the practices outlined in it will reduce your water utility bills.

1. Submit a copy of your organization's water conservation policy and practices. Some ideas for practices to include are:
 - a. Report leaks, drips and running toilets immediately to office/building manager.
 - b. Scrape dishes rather than rinsing them before putting them in the office dishwasher.

- c. Wash dishes wisely- turn off the water when scrubbing your dishes, or use a two-bin wash and rinse system.
- d. Use only one container for your water every day to cut down on dishes.
- e. Toss your used ice cubes into planters rather than throwing them away.
- f. Publish your monthly water bill/water use in your Green Newsletter.
- g. “If it’s yellow, let it mellow” in office toilets.
- h. Turn off the faucet while lathering when washing your hands.

Useful Links:

[Water Use it Wisely- 100 Ways to Conserve Water](#)

[Water Efficiency BMPs](#)

WA8

Reach your water use reduction goal (25 points) !

If your organization’s calculated water reductions meet or exceed your previously determined water reduction target (WA6), the GWC team will verify that you have met your reduction target and grant an additional 25 points.

1. The GWC team will verify that you have met your reduction target through Portfolio Manager. These points will only be awarded for reductions that stand at the end of the GWC competition year.

Useful Links:

[EPA WaterSense](#)

[Saving water in Office Buildings](#)

[Water Use it Wisely for Office Buildings](#)

Water Conservation

WA9

Implement suggestions from your water audit (1 point) NEW +

To ensure your investment in your water audit is put to good use, your business needs to implement the water saving measures that were outlined in your audit.

1. Submit your energy audit results with the suggested action you would like points for highlighted.
2. Submit proof of implementation of each individual action, which can include:
 - a. An invoice, statement, receipt or proof of purchase.
 - b. A statement of completion on official letterhead from the company or in-house staff executing the service or supplying the goods.
 - c. If the action taken required an inspection or permit, a copy of the inspection report or a copy of the permit can serve as proof of implementation.
 - d. Internal documentation demonstrating that an in-house team completed the action along with any necessary receipts of purchase.

1 point will be awarded for each suggested water audit action that you implement. To receive points for the actual action taken, be sure to create a separate submission for the action that was taken (i.e. if your water audit suggested installing low-flow toilets, you would need to submit for action “WA12: Install water-conserving toilets” in order to gain points for those toilets. Submitting for WA8 is an opportunity to gain an additional point for acting on the audit’s suggestion).

Repeatable an unlimited number of times in a competition year. There is no points cap on this action.

Useful Links:

[Water Use it Wisely- 100 Ways to Conserve Water](#)

[Water Efficiency BMPs](#)

WA10

Repair leaks, drips and running toilets ASAP (1 point) NEW +

A running toilet can waste more than 50 gallons of water each day, and a dripping faucet can waste up to 1000 gallons a week. Identifying and quickly repairing these issues can save thousands of gallons of freshwater waste every year.

1. Submit an invoice, receipt or completed work order for the repairs. Alternately, if you repair the plumbing yourself, take a before and after photo or video and submit both.

Receive 1 point for each instance a plumbing issue is identified and repaired.

Repeatable an unlimited number of times in a competition year. There is no points cap on this action.

Useful Links:

[Water Leak Facts](#)

[Saving Water Factsheet](#)

WA11

Install aerators on faucets (3 points)

Aerators are devices used to break water flow into fine droplets by entraining air. Faucet aerators can reduce water use by as much as 3 gallons per minute.

1. Submit the total number of faucets without aerators in your facility.
2. Submit a receipt for the purchase of aerators. Be sure to include the number of aerators purchased.

For full points, aerators must be installed on all faucets in the facility.

Useful Links:

[US EPA WaterSense – Bathroom Sink Faucets and Accessories](#)

[How to Install a Faucet Aerator](#)

WA12

Install water-conserving toilets (1 point) NEW +

Conventional toilets use anywhere from 3.5 to 5 gallons of water per flush. Low flow toilets use ~1.6 gallons of water or less per flush— potentially reducing your organization's water use by hundreds of gallons and lowering your water bill.

1. Submit a receipt for proof of purchase of water conserving toilets— be sure to include the number of toilets purchased.
2. Submit an invoice or work order for the installation of water conserving toilets.

Receive 1 point for every toilet that is purchased and installed or replaces an old model.

Repeatable an unlimited number of times in a competition year. There is no points cap on this action.

Useful Links:

[WaterSense Labeled Toilets](#)

[Water Conservation Best Practices](#)

WA13

Install water displacement devices in toilets (1 point)

Plastic containers like a milk jug filled with pebbles or water can be placed in the toilet tank to reduce the amount of water used per flush. Be sure to install the devices properly so as not to interfere with the flushing mechanisms or the flow of water. This method can reduce water consumption of each flush by at least 1 gallon. Toilet dams are another option that hold back reservoir water when the toilet is flushed; this method can save 1-2 gallons per flush.

1. Submit a photo of the installed toilet displacement devices.

Useful Links:

[Convert any toilet into a low flow device](#)

[Alliance for Water Efficiency](#)

[Toilet Tummy](#)

WA14

Install low-flow showerheads (3 points)

Showering accounts for 17-30% of water use at a household, and this number can be larger in buildings with an in-house gym, or on college campuses. With the use of low flow shower heads, your organization can save thousands of gallons of water per year, and decrease water usage by up to 40%.

1. Submit the total number of showerheads capable of upgrades in your facility.
2. Submit the receipt for your purchase of low flow showerheads. Be sure to include the number of showerheads purchased.

For full points, low-flow showerheads must be installed in all showers in the facility.

Useful Links:

[How Much Money Does a Low-Flow Showerhead Save?](#)

[EPA - WaterSense Showerhead Products](#)

[Brothers' Plumbing - Benefits of Low Flow Showerheads](#)

WA15

Reuse greywater and rainwater for irrigation, toilet flushing or other uses (1 point)

Greywater is the wastewater produced by domestic activities such as laundering, bathing, etc. Greywater can be used for maintenance, landscaping, and other creative uses. If properly used, greywater usage will help lower freshwater usage.

1. Submit a written explanation of how your organization collects and uses greywater.
2. Submit a photo of your organization using its greywater.

Useful Links:

[Greywater Systems](#)

[Water Recycling](#)

WA16

Establish a tray-free environment in food courts (3 points)

Getting rid of food trays reduces water, energy and detergent use and associated costs, as well as reduces food waste by 25-30% in some cases.

1. Submit a photo of your tray-free food court.
2. Submit a copy of your tray-free policy.

Useful Links:

[University of Michigan Case Study](#)

[Without Cafeteria Trays, Colleges Find Savings](#)

WA17

Plant low water need plantings (1 point)

Sedum and many ground covers are hardy and require little to no extra watering once they are established. This kind of gardening is referred to as Xeriscaping. These ground covers will also save in maintenance costs. They rarely need to be replanted, will come back year after year and can tolerate being walked on and other disturbances. Choose native plants for especially hardy plants that will work in the local environment.

1. Submit a photo of your planted landscaping and an approximate percentage of turf coverage.
2. Submit a list of plants (common name) used.

Useful Links:

[Xeriscaping](#)

[Phipps top 10 sustainable low-water plants](#)

WA18

Schedule any watering or irrigation to start after 6 pm or before 7 am (1 point)

Program sprinklers and other watering systems to start in the evening or early morning to limit evaporation of water. This will save money as well as preserve water.

1. Submit a copy or screenshot of the policy.
2. Submit a photograph of your sprinkler settings.

Useful Links:

[Landscaping Tips](#)

[Watering Your Lawn at Night](#)

WA19

Use drip irrigation (1 point)

Install drip irrigation lines to prevent water losses from sprinklers. Drip irrigation systems deliver water just where you want it. Most drip irrigation systems consist of simple materials such as tubes and hoses with strategically placed holes that deliver water to the root systems of your plantings. This save money and water, and can minimize runoff.

1. Submit proof of installation such as invoices, receipts or work orders.
2. Submit photographs of the drip irrigation system in use on your property.



Useful Links:

[Tips for Sustainable Gardening](#)

[Sustainable Practices at Phipps](#)

Storm Water Infrastructure

WA20

Create storm water management landscaping (1 to 10 points) +

Storm water collection in your landscaping can have a variety of benefits including offering extra water for landscape plantings, reducing the load of the local sewer system, reducing run-off, and reducing the change of sewer system overflow. Storm water management via landscaping can entail a wide variety of design elements including: storm water ponds, constructed wetlands, bioretention structures like bioswales or rain gardens, and open channels.

1. Submit a photo of your storm water management landscaping.
2. Submit a copy of your landscaping plan with the storm water landscaping highlighted.

Receive 1 point will for each storm water management landscape feature.

Repeatable up to 10 times in a competition year for a maximum of 10 points.

Useful Links:

[PWSA: Green Infrastructure Grants](#)

[Three Rivers Wet Weather: Rainways: Green Infrastructure Tool](#)

[PA Audubon: Native Plants for Stormwater Managment](#)

[Center for Neighborhood Technology: The Value of Green Infrastructure](#)

[River Alert Information Network: RAIN](#)

[Landscaping Guidance for Stormwater](#)

[Phipps: Plant a rain garden](#)

[What is a bioswale?](#)

[What is Green Infrastructure](#)

WA21

Use rain barrels (1 point)

Install rain barrels on your property to collect storm water, helping to divert stormwater contribution to sewer overflows. Using this water in landscaping is a great way to conserve water use while minimizing stormwater impacts.

1. Submit a photo of your installed rain barrels.

Useful Links:

[Rain Barrels from Pennsylvania Resource Council](#)

[Harvesting Rainwater for Landscape Use](#)

WA22

Install a green roof (1 to 10 points)

Green roofs help to mitigate the negative impact of stormwater runoff by creating additional opportunity for vegetation to naturally filter pollutants and contaminants

from stormwater prior to entering our waterways. Green roofs are also good insulators for your building, and help to reduce urban heat island effect.

1. Submit a work order, invoice, or plans for your green roof. Be sure to that the plans or invoice indicate what percentage (in square feet) of your total roof area has been converted into a green roof.
2. Submit a photo of your green roof.

Receive 1 point for every 10% of your total roof that has been converted into a green roof for a maximum of 10 points.

Useful Links:

[PA Green Infrastructure](#)

[Three Rivers Wet Weather: Green Roofs](#)

[East Liberty Green Roofs](#)

[GBA Green Roofs](#)

WA23

Use porous paving to reduce storm water impacts (10 points)

The commonly used asphalt and concrete surfaces that cover the majority of urban landscapes prevent storm water and runoff from being naturally filtered through vegetation and soil, and instead direct unfiltered water carrying pollutants and contaminants directly into our waterways. Using alternative pervious or porous paving can mitigate the impact of storm water runoff.

1. Submit a photo of your porous or pervious paving.
2. Submit a receipt, invoice or completed work order for the installation of porous paving.

Useful Links:

[The Benefits of Permeable Paving](#)

[Three Rivers Wet Weather: Porous Pavement](#)

[PWSA Green Infrastructure Mini Grants](#)

WA24

Create “no-mow” zones (2 points)

No-mow zones create a unique opportunity for organizations to support a diverse array of plant and wild life, save money on fuel for lawn mowers, save water, increase natural storm water mitigation, and decrease overall greenhouse gas emission, all with little maintenance or cost. No-mow zones often add to the character and texture of your office campus.

1. Submit a photo of your no-mow zone.
2. Submit a landscaping plan with the no-mow zones highlighted.

Useful Links:

[City of Durham - No Mow Zones](#)

[ESF - Establishes No Mow Zones for Sustainability](#)

WA25

Attend an ALCOSAN sponsored event to learn about the region’s Clean Water Plan (1 to 5 points) NEW

Allegheny County Sanitary Authority (ALCOSAN) currently recycles up to 250 million gallons of clean water to the Ohio River each day. But when it rains or when



snow melts, excess water can overload the sewer system resulting in overflows of diluted sewage into area creeks, streams and rivers. Fixing the problem of these overflows will be one of the largest and most costly public works project in the Pittsburgh region and will require participation from ALCOSAN and its customer municipalities, homeowners, and businesses. By attending an event, you can be part of the solution. A schedule of sponsored community events can be found at <http://www.alcosan.org>

1. Show proof that your organization participated in an event by providing the topic, location, and date of the event.
2. Submit a list of your employees in attendance.

Small Organizations: Receive 1 point for every 20 percent of your workforce that participates.

Large/Medium Organizations: Receive 1 point for every 40 employees that participate.

Useful Links:

[ALCOSAN Wet Weather Issues](#)

[3 Rivers Wet Weather](#)

WA26

Tour ALCOSAN's wastewater treatment facility (1 to 5 points) NEW

Allegheny County Sanitary Authority (ALCOSAN) is one of the nation's largest wastewater treatment facilities. Touring the 59 acre facility gives a unique perspective of our region's rivers and water quality. You can follow your flush and learn why toilets and storm drains are not trash cans. ALCOSAN provides numerous tours to adults and student groups and now Green Workplace Challenge competitors on select weekdays March thru October, weather permitting.

To schedule your group's free tour, contact Stephanie Conley at Stephanie.Conley@alcosan.org or 412-734-8733. A minimum of 5 individuals is required but small groups may be accommodated by scheduling with other competitors when possible.

1. Submit one short paragraph describing topics covered during the tour. Include the date the tour occurred.
2. Submit the names of the employees who participated, and any suggestions they have for the Clean Water Plan.

Small Organizations: Receive 1 point for every 20 percent of your workforce that participates.

Large/Medium Organizations: Receive 1 point for every 40 employees that participate.

Useful Links:

[ALCOSAN](#)

[NACWA Wastewater Treatment Procedure](#)

MATERIALS MANAGEMENT

Measurement

MM1

Conduct a preliminary waste audit to set your baseline (10 points) NEW !

In order to track your waste, a waste audit will be required to determine your baseline waste production, diversion rate and recycling rates. Waste audits can be conducted by your own organization, provided substantial documentation. Conducting your own waste audit will take at least half a day, depending on the size of your organization, and will require coordination with your custodial staff and the departments in your organization. Self-conducted waste audits present an excellent educational and team-building opportunity for you and your employees. There are useful guides available online (see Useful Links) to aid in organizing your waste audit. There are also professional waste audit providers available locally and regionally (see Useful Links) which can be contracted to conduct your waste audit at low cost. *Note: You may submit a waste audit conducted within the quarter prior to the GWC launch (after March 31st, 2016). Otherwise, your first audit of the competition year will serve as your baseline.*

1. Submit the results of your preliminary waste audit, which must include the following. All measurements should be reported in pounds unless otherwise specified. A chart and calculation table are included below:
 - a. Total Material Solid Waste Generated (includes recycling and compost)
 - b. Total Material Solid Waste Recycled
 - c. Total Material Solid Waste Composted
 - d. Diversion Rate $((\text{MSW Recycled} + \text{MSW Composted}) / \text{MSW Generated} = \text{Diversion Rate } (\%))$
 - e. Composition of Waste by Type. Include pounds of waste type found in both the landfill stream or the diversion stream (recycling, compost, or reuse):
 - i. Cans, Glass Jars & Metals
 - ii. Plastics 1-5 & 7
 - iii. Mixed Paper
 - iv. White Ledger Paper
 - v. Cardboard
 - vi. Food Scraps
 - vii. Paper Towels
 - viii. Shredded Paper
 - ix. Hazardous Materials (batteries, paint, cleaning materials, etc)
 - x. Other (K Cups, Toner Cartridges, any other significant item type for your waste stream that is not listed here)
2. If a professional audit is conducted: Submit an invoice from your third party waste audit. OR
3. If you conduct your own audit: Submit a description of your audit, the start and end dates, and photos of your auditing process.

Useful Links:

[PRC Waste Audits](#)

[Waste Audit Toolkit](#)

[EPA Sample Waste Audit](#)

[Simple Waste Audit Calculator \(estimates and metric\)](#)

[Waste Audit Manual](#)

[NRDC Green Advisor Waste Audits](#)

MM2

Conduct additional waste audit after your baseline (10 to 110 points) NEW ! +

In order to track actual reductions, additional waste audits will be required. Waste audits can be conducted by your own organization, provided substantial documentation. There are several professional waste audit providers available locally and regionally which can be contracted to conduct your waste audit. The more frequently you conduct your audits, the greater your opportunity to receive points and alter your policies and practices for greater reduction and diversion.

1. Submit the results of your preliminary waste audit, which must include the following. All measurements should be reported in pounds unless otherwise specified:
 - a. Total Material Solid Waste Generated (includes recycling and compost)
 - b. Total Material Solid Waste Recycled
 - c. Total Material Solid Waste Composted
 - d. Diversion Rate ((MSW Recycled + MSW Composted)/MSW Generated=Diversion Rate (%))
 - e. Composition of Waste by Type (not including diverted materials):
 - i. Cans, Glass Jars & Metals
 - ii. Plastics 1-5 & 7
 - iii. Mixed Paper
 - iv. White Ledger Paper
 - v. Cardboard
 - vi. Food Scraps
 - vii. Paper Towels
 - viii. Shredded Paper
 - ix. Hazardous Materials (batteries, paint, cleaning materials, etc)
 - x. Other (K Cups, Toner Cartridges, any other significant item type for your waste stream that is not listed here)
2. If a professional audit is conducted: Submit an invoice from your third party waste audit.
3. If you conduct your own audit: Submit a description of your audit, the start and end dates, and photos of your auditing process.

Receive 10 points for each waste audit.

Repeatable up to 11 times in a competition year for a maximum of 110 points.

Note: For full points, and to calculate total reductions against the baseline, the final waste audit must be completed between April 1st 2017 and June 30th 2017.

Useful Links:

[How to Conduct a Waste Audit](#)

[Smarter Business: Greening Advisor, Waste Audits](#)

[Zero Waste Services](#)

MM3

Reduce your organization's waste production (2 to 385 points) ! +

Reducing your waste production is a great accomplishment. Points for this action are awarded based on current waste production (from your most recent audit within the quarter, *or your most recent quarter of complete waste data in Portfolio Manager*) relative to your baseline. Points will be awarded quarterly, and these points WILL STAND throughout the remainder of the competition whether or not performance changes in the subsequent quarter. *This is different from the energy and water portions of the competition and is designed to serve as an incentive to maintain a focus on*

improving and increasing participation. Conduct an audit *or update your full waste meter* at least quarterly in order to document and earn the greatest number of points for your progress.

1. Submit a PDF version or screen shot of your waste audits or tracking tool that includes your baseline and current waste production and waste diversion rate. The GWC staff can help you understand the real life savings you have achieved with reducing waste. *OR*
2. *Submit this action, and the GWC team will calculate your reduction in waste production compared to your baseline quarter waste production in Portfolio Manager.*

Points will be awarded for improvements in reduction of total landfill waste as a percentage relative to the baseline report. GWC staff will round reduction to the nearest percent, and award points based on the following chart:

Point Calculation

Percent	Points From	To
1-5%	2	10
6%-10%	13	25
11% - 100%	29	385 (4 points for each additional %)

Repeatable up to 4 times in a competition year (quarterly) for a maximum of 385 points each quarter.

Note: Points for this action are awarded quarterly. The quarters end on September 30th 2016- December 31st 2016 – March 31st 2017 – June 30th 2017.

NOTE: Due to the timing of the release of this PM feature, we will not be able to accept baselines using Portfolio Manager's waste tracking tool prior to the December 31st quarter.

Useful Links:

[Waste Prevention and Recycling at the Office, CalRecycle](#)

[More CalRecycle](#)

[Waste Free at Work](#)

MM4

Increase your organization's waste diversion (2 to 385 points) NEW + !

Increasing your waste diversion rate is a great accomplishment. Points for this action are awarded based on current waste production (from your most recent audit within the quarter *or your most recent quarter of complete waste data in Portfolio Manager*)

relative to your baseline. Points for this action will be awarded quarterly, and these points WILL STAND throughout the remainder of the competition whether or not performance changes in the subsequent quarter. *This is different from the energy and water portions of the competition and is designed to serve as an incentive to maintain a focus on improving and increasing participation.* Conduct an audit at least quarterly in order to document and earn the greatest number of points for your progress.

1. Submit a PDF version or screen shot of your waste audits or tracking tool that includes your baseline and current waste production and waste diversion rate. The GWC staff can help you understand the real life savings you have achieved with diverting waste. *OR*
2. *Submit this action, and the GWC team will calculate your reduction in waste production compared to your baseline quarter waste production in Portfolio Manager.*

Points will be awarded for increases in waste diversion rate as a percentage relative to the baseline report. GWC staff will round reduction to the nearest percent, and award points based on the following chart:

Point Calculation

%	Points From	To
1-5%	2	10
6%-10%	13	25
11% -100%	29	385 (4 points per additional %)

Repeatable up to 4 times in a competition year (quarterly) for a maximum of 385 points each quarter.

Note: Points for this action are awarded quarterly. The quarters end on September 30th 2016- December 31st 2016 – March 31st 2017 – June 30th 2017.

NOTE: Due to the timing of the release of this PM feature, we will not be able to accept baselines using Portfolio Manager's waste tracking tool prior to the December 31st quarter.

MM5

Achieve a high diversion rate (10 to 50 points) NEW !

While minimizing the waste you create overall is the first priority, diverting that waste from the landfill is critical to achieving Zero Waste or a similarly low waste goal. In your efforts to minimize waste produced by your organization, you may divert most or all of your waste from the landfill through reuse, recycling, composting and donation. If you achieve a diversion rate higher than 50% during any of your audits, a bank of points will be applied.

1. When you submit your waste audit, *OR complete your baseline quarter waste meters in Portfolio Manager*, highlight the area of your audit that indicates your diversion rate of higher than 50%.

Points will be awarded based on the following scale. Please note that points for this action will only be rewarded once per competition year, and will be applied to the highest diversion rate you have achieved in your audits.

Rate of Diversion	Points
50-59%	10
60-69%	20
70-79%	30
80-84%	35
85-89%	40
90-94%*	45
95-100%*	50

* The internationally adopted standard for zero waste is 90% or above in diversion without using heat or other mechanical processes such as incineration to achieve that goal. If your operations meet this definition, be sure to submit for MM5, MM8 and MM9 to receive full points for your Zero Waste achievement!

Useful Links:

[PRC Zero Waste Resources Technical Assistance](#)

[EPA 2012 Municipal Solid Waste Facts and Figures](#)

Goals & Pledges

MM6

Pledge to reduce your organization's waste production and increase your diversion rate (25 points) !

By making a pledge to reduce your organization's waste to a specific reduction goal, your organization shows that it is mindful of its waste impacts. You should base your goals on a preliminary waste audit as well as regional and national trends. If your organization reaches its goal, it will reap both monetary and environmental benefits.

1. Submit a document that states your organization's target waste reduction percentage and target increased diversion rate.

Useful Links:

[Waste Prevention and Recycling at the Office, CalRecycle](#)

[More CalRecycle](#)

[Waste Free at Work](#)

MM7

Write a waste reduction plan and procedure (5 points) NEW !

Your waste audit should reveal opportunities to reduce your waste production, reuse items before adding them to waste stream, or to recycle items to divert them from the waste stream. Take these suggestions into consideration as you write your office plan and procedure for how to minimize your waste production and increase your diversion and recycling rates. Your plan and procedure may include many of the actions outlined in this section of the guidebook.

1. Submit a copy of your waste reduction plan, including what actionable steps you will take, and prospective dates to complete those projects by.

Useful Links:

[Waste Reduction Case Study](#)

[Reducing Waste in the Workplace](#)

[Top 60 Waste Reduction Tips for Business](#)

MM8

Create a Zero Waste goal and action plan (10 points) NEW !

Setting a long-term organizational goal of achieving zero waste is a big demonstration of your organization's commitment to a sustainable future. Your zero waste pledge should include a deadline, typically 10-15 years ahead, as well as priority projects and actionable steps to achieve your goal. Be sure to research examples of zero waste plans in similar organizations as you make your plan. The internationally adopted standard for zero waste is 90% or above in diversion without using heat or other mechanical processes such as incineration to achieve that goal.

1. Submit a copy of your Zero Waste goal and action plan.

Note: If you are a small business in the Pittsburgh region, be sure to contact PRC regarding their [Zero Waste Small Business program](#) to receive assistance achieving your Zero Waste goals.

Useful Links:

[PRC Zero Waste Small Business Program](#)



[Zero Waste Resources](#)

[Nestle Zero Waste Pledge](#)

[San Francisco Zero Waste 2020](#)

MM9

Reach your waste diversion and reduction goals (12 to 25 points) !

If the reductions reported meet or exceed your previously determined energy reduction target (MM6), please make a note in your submission. The GWC team will verify that you have met your reduction target, and grant an additional 25 points.

1. Alert the GWC team when you have met your target reduction. The GWC team will verify that you have met your reduction target with your submitted waste audit screenshots.

Receive 12 points for achieve either your diversion or reduction target, or 25 points for achieving both.

Useful Links:

[Model School Waste Reduction Programs](#)

[Materials Efficiency Success Stories](#)

[20 Companies with Zero Waste to Landfill Operations](#)

Purchasing

MM10

Write and implement an Environmentally Friendly Purchasing Policy (1 to 10 points) NEW &

Environmentally Friendly Purchasing Policies (EPPs) encourage companies to buy products and supplies that have minimal environmentally harmful effects during their lifecycle, from production and transportation to use and disposal. Buying products that are recycled, reused or responsibly sourced reduces your organization's overall carbon footprint. This may include a policy to purchase only Energy Star-rated machinery, recycled non-paper products,

1. Submit a copy of the EPP including specifics on what items can/cannot be purchased and parameters for those products, as well as the strategies your organization plans to employ to attain the goals outlined in the policy. Some ideas include:
 - a. A buy-recycled policy for all non-paper items, supplies and materials (1 point)
 - b. A policy to purchase used office furniture or building materials for construction projects and/or retrofitting (1 point)
 - c. A policy to buy Energy Star rated equipment (1 point)
 - d. A policy to buy and use only vegetable and/or soy-based inks in printer cartridges (1 point)
 - e. A policy to buy and use only reusable, refilled ink cartridges (1 point)
 - f. Whatever innovative policies or programs your team can think of!

Receive 1 point per actionable item in your EPP, up to a maximum of 10 points.

Useful Links:

[Rutgers Green Purchasing Policy](#)

[Environmentally Preferable Purchasing \(EPP\)](#)

[EMAP Green Building Blocks: Purchasing](#)

COMPETE SAVE WIN

[Arizona State University Green Purchasing Policy](#)

[Massachusetts Environmentally Preferable Products \(EPP\) Procurement Program](#)

[California Environmentally Preferable Purchasing Tools and Resources](#)

[CalRecycle Buy Recycled Programs: Green Procurement Policies](#)

[Carroll County Government Waste Reduction, Recycling and Buy Recycled Policy](#)

[Frostburg State University Energy Star Purchasing Policy](#)

[Vegetable or soy-based ink cartridges](#)

[EPA Non-paper office products](#)

MM11

Make responsible paper choices (1 to 5 points) &

Printing on recycled paper and enforcing policies to minimize printing and paper use will significantly reduce the waste your office produces. Though paper can be recycled relatively easily, it is better save the energy and water used in paper recycling by minimizing paper use overall. Your office paper use policy can include a variety of strategies to minimize paper use.

1. Submit a copy of your office paper use policy, with specifics on paper purchases, as well as the strategies your organization plans to employ to attain your goals for paper waste reduction. Some ideas include:
 - a. A policy to purchase and print materials on at least 30% post-consumer recycled paper (1 point)
 - b. Changing printer and copier setting to automatically choose 2-sided printing (1 point)
 - c. Using print management software to reduce unnecessary printing (1 point)
 - d. Creating an internal competition to keep track of the amount of paper printed (1 point)
 - e. Whatever innovative policies or programs your sustainability team can think up!
2. For any policies or programs that can be acted upon immediately (i.e. computer software or setting, purchases of software or paper), please provide copies or screenshots of appropriate receipts or pages.

Receive 1 point per actionable item in your paper policy, up to a maximum of 5 points.

Useful Links:

[How to Change settings to reduce printer paper waste poster](#)

[College of New Jersey - Study on Benefits of Print Management Software](#)

[Papercut - Print Management Software](#)

[NRDC: Smart Paper: A Guide for Businesses](#)

MM12

Write and implement an electronic communication policy (1 to 5 points) &

Save paper and minimize printing by creating an office policy to use primarily electronic communication. Your policy can include a variety of strategies and specifications. Don't forget that large files can be transferred to employees or visiting clients via cloud storage (like Dropbox) or with USB sticks.

1. Submit a copy of your electronic communication policy, with specifics on what documents can and cannot be published in electronic format only, as well as the strategies your organization plans to employ to attain your goals for paper waste reduction. Some ideas include:
 - a. Converting office administration and communications to electronic format (1 point)
 - b. Preparing online forms (1 point)



- c. Switching to online bill pay for utilities and banking (1 point)
- d. Offering the option of paperless receipts (1 point)
- e. Whatever innovative policies or programs your sustainability team can think up!

Receive 1 point per actionable item in your electronic communication policy, up to a maximum of 5 points.

Useful Links:

[Newsletters and Newspapers Digital](#)

[Business cuts costs by reducing waste](#)

[10 Business practices that reduce your environmental footprint](#)

[Duquesne Light – Payment Options, E-bill](#)

[Pay It Green - Environmental Benefits of Electronic Billing](#)

[USA Today -- Retailers find profits with paperless receipts](#)

MM13

Minimize wasteful giveaways and office ware (1 point)

Many sustainable options exist for gifts, mementos and company ‘swag’, including sustainably sourced or recycled items that can be labeled with your logo. Better yet, gift cards or experiences (i.e. office parties, tickets to local entertainment, music download cards) can be given in lieu of physical gifts. These items are often more valued by employees and can be customized to their individual preferences.

1. Submit a copy of your office policy on the purchase of alternative and sustainably sourced office gifts and ‘swag’.

Useful Links:

[Uncommon Goods: Corporate Gifts](#)

[Office Supply Swap](#)

MM14

Encourage the use of re-usable drinkware and dining supplies (1 to 4 points) & +

The waste generated from single use beverage containers and dining supplies represents a significant and entirely unnecessary portion of landfill waste. Recycling these containers consumes needless water and energy. Save money and reduce your waste production by eliminating single use containers and encouraging employees to bring their own reusable containers or providing reusable office dishware and mugs.

1. Submit a copy of your organization’s policy against single use drinkware and dining supplies. Be sure that the policy outlines specific details about the strategies your organization plans to take to attain the goals outlined in the policy. (1 point)
2. Submit documentation of your organization’s reusable container campaign; include the number of reusable items brought in or distributed, date distributed, and a photo. (1 point) +

Receive 1 point for your single use policy, and 1 point for each reusable item distribution.

Repeatable up to 3 times in a competition year for a maximum of 3 points.

Useful Links:

[Reuseit](#)

[Why Reuse a Cup?](#)

Portland Office Case Study

MM15

Ban the sale of bottled water (1 point) NEW

Americans consume 29 billion water bottles a year, 80% of which ends up in landfills. Of the 13% that make it to recycling plants, each bottle requires the same amount of energy to be recycled as it takes to power a 60-watt light bulb for six hours. Be a part of the solution- ban the sale of bottled water on your office campus.

1. Submit a copy of your office policy banning the sale of bottled water.

Useful Links:

[Water Bottle Pollution](#)

[National Parks Bottled Water Ban](#)

[Bottled Water Facts](#)

[9 Ways to Reduce Plastic Bottle Use](#)

MM16

Minimize office supply deliveries to 1-2 times per month (1 point)

Minimizing office deliveries saves on shipping and minimizes the amount of energy used to deliver your office supplies.

1. Submit a copy of your office supply purchasing policy that states that supplies will be ordered just once or twice per month for no more than two separate deliveries per month.

Waste

MM17

Implement suggestions from third party waste audit (1 point) NEW +

Most professional waste audits come with a list of suggested actions to increase your diversion rate and decrease overall waste production. Taking action on these suggestions is critical to reaching your waste reduction goals.

1. Submit the list of suggested actions from your third party waste audit, with the suggestion you are acting upon highlighted.
2. Submit the appropriate documentation (photo, receipt, work order, written policy) to show that you have taken action on a specific suggestion.

Receive 1 point for each suggested action that you implement.

Repeatable an unlimited number of times in a competition year. There is no points cap on this action.

Useful Links:

[PRC Waste Audits](#)

[Reducing Waste in the Workplace](#)

[Top 60 Waste Reduction Tips for Business](#)

MM18

Utilize Zero Waste Services at your next event (4 to 20 points) +

Is your organization planning an event during the GWC year? If so, you can create a sustainable, low waste event with a high diversion rate through Zero Waste Pennsylvania. Zero Waste PA will work with you to create a plan that will minimize wastefulness from your event and show your attendees that you are truly committed to Pittsburgh's sustainable future. Any business, educational organization or non-profit can benefit from these services. In some cases, going Zero Waste can save your organization money from reduced waste hauling fees.

1. Submit receipt of Zero Waste Services at your event.
2. Submit a photo of Zero Waste Services in use at your event.

Receive 4 points per event.

Repeatable up to 5 times in a competition year for a maximum of 20 points.

Useful Links:

[Zero Waste Services](#)

MM19

Add water bottle filling stations (1 to 3 points) NEW +

Encourage the use of reusable water bottles by installing water bottle filling stations. Existing water fountains can be retrofit with a filling station, or new fountains can be installed. Installing these stations should eliminate the need for office water coolers.

1. Submit a photo of your receipt from the purchase of the water filling station.
2. Submit a photo of your installed filling station.

Receive 1 point for each filling station installed.

Repeatable up to 3 times in a competition year for a maximum of 3 points.

Useful Links:

[Water Bottle Filling Stations in National Parks](#)

[Duke Saves 400,000 Water Bottles with Filling Stations](#)

MM20

Remove individual trashcans/wastebaskets or replace with liner-less baskets (3 points)

Banning individual trashcans and encouraging employees to use one centralized trashcan often results in employees generating less waste. For some offices, it may be more feasible to replace individual trashcans with liner-less baskets to prevent waste from individual trash bags.

1. Submit photos, memos or other information from the process of minimizing waste from individual trash cans.

Useful Links:

[California Sustainability Alliance – Specific Strategies for Greening your Workplace](#)

[Miami University – Miami aims toward zero waste: Introduces single-stream recycling pilot program](#)

[Google London Removes Individual Waste Baskets](#)

MM21

Replace restroom paper towels with electric hand dryers or reusable towels (2 points)

Restroom paper towels account for 20-40% of waste (by volume) in most offices and dorms. Eliminate this source of waste by installing energy efficient electric hand dryers or using reusable towels in your office.

1. Submit photos of your installed hand dryers or reusable hand towels.

Useful Links:

[The Use and Abuse of Paper Towels](#)

[USDA Excel Hand dryer Case Study](#)

[Are Electric Hand Dryers Better for the Environment than Paper Towels?](#)

MM22

Participate in a clothing and shoe recycling for reuse program (2 points)

Create a place in your office to collect for Clothing and/or Shoe Recycling with a program that creates opportunities and connections around the world. Some programs can also raise funds for local organizations, such as your child's school.

1. Submit photos of your shoe or clothing collection site.
2. Submit photos or a receipt from your drop-off at the shoe or clothing recycling for reuse center.

Useful Links:

[Dress for Success Pittsburgh](#)

[Goodwill SWPA](#)

[Fleet Feet Pittsburgh Shoe Donation](#)

MM23

Donate surplus building materials and office furniture to a reuse retailer (5 points) NEW

Don't throw away your surplus or used building materials and office furniture when redecorating, remodeling or rebuilding! There are local programs available to help donate and move these materials to non-profits and organizations that could make use of them.

1. Submit photos or a receipt from your donation drop-off or pick-up.

Receive 5 points for your donation. This action may only be submitted once.

Useful Links:

[Construction Junction](#)

[ReUse Central](#)

MM24

Make a donation to the Pittsburgh Center for Creative Reuse (1 to 5 points) +

Donating used materials to a creative workshop promotes resource conservation and creativity. Pittsburgh's Center for Creative Reuse accepts donations of materials for use in their creative reuse workshops and hands-on activities. The Center for Creative Reuse also provides these donations as resources for community members.

1. Submit a scanned or photocopied image of the proof of donation receipt for craft materials. Be sure to include the name of the place of donation (e.g. Pittsburgh Center for Creative Reuse, etc.) and the date of the donation.



Receive 1 point for each donation.

Repeatable up to 5 times in a competition year for a maximum of 5 points.

Useful Links:

[Pittsburgh Center for Creative Reuse - Material Donation](#)

MM25

Donate cooking oil (1 point)

Cooking oil can be recycled and re-used to become a cleaner-burning alternative fuel. By donating cooking oil to a local alternative fuel producer, you help keep fuel investments in our region while aiding in the reduction of air and water pollution. The best candidates for collections are non-hydrogenated vegetable oils, which are free of contaminants such as water, large pieces of food, detergents and animal fats.

1. Submit the verification of your donation to. Be sure to indicate your organization's name, point of contact, and the date of the donation.

Useful Links:

[Fossil Free Fuel](#)

[Cooking Oil Donation](#)

Recycling

MM26

Write and implement an electronic waste policy (5 points)

Electronic waste contains valuable and toxic materials. By recycling your electronics, you will help minimize the need to mine for virgin materials to create more electronics. Be sure to recycle your electronics with a vetted and certified electronics recycler (the Basel Action Network provides a search tool for certified electronics recyclers), to ensure that your e-waste is not contributing to toxic e-waste build up and child labor overseas. Local organizations such as Construction Junction or Pennsylvania Resources Council can help verify that you are recycling e-waste properly.

1. Submit a receipt from your e-waste drop off.
2. Submit a photo of your e-waste collection site.

Useful Links:

[Basel Action Network](#)

[PRC E-Waste Recycling](#)

[Staples E-Waste Recycling](#)

MM27

Recycle plastic bags, films and small plastics (2 points)

Plastic grocery bags and other film-like plastics are not normally recycled curbside, as these materials clog the system at recycling processing centers. However many grocery stores, such as Giant Eagle, have their own plastic bag recycling. Start a simple collection site at your office and drop them off at a participating Giant Eagle store, where they will be properly recycled and not gum up the system!

1. Submit a receipt from your recycling drop-off, or a photo of the drop-off if the recycling center does not have that capacity.
2. Submit a photo of your collection site.



Useful Links:

[IheartPGH Recycling Guide](#)

[Giant Eagle Recycling](#)

[Pittsburgh Recycling Guide](#)

MM28

Join a Terracycle Brigade (5 points) NEW +

Terracycle offers a program that makes it easy to recycle formerly hard-to-recycle items. By partnering with mission-driven companies, Terracycle offers free collection of single kinds of hard-to-recycle items such as chip bags, Solo cups, pens, Tupperware and Ziploc bags. If you notice that your organization or office produces a lot of one kind of waste, join the appropriate Brigade on the Terracycle website, and get started collecting! When your collection box is full, use the free shipping label to send you collection to the nearest recycler, listed within the Brigade info.

1. Submit a screenshot of your Terracycle Brigade sign-in or confirmation email.
2. Submit a photo of your collection box.

Receive 5 points for each Terracycle brigade you join and participate in.

Repeatable an unlimited number of times in a competition year. There is no points cap on this action.

Useful Links:

[Terracycle Brigades](#)

MM29

Install BigBelly or similar solar trash/recycling compactors or stations (3 points) NEW

Trash and recycling compactors can encourage proper recycling and minimize energy used in trash and recycling collection. Installing an attractive trash/recycling station can go a long way towards encouraging proper waste and recycling behavior.

1. Submit a copy of your receipt for the purchase of your trash/recycling stations or solar compactors.
2. Submit a photo of your trash and recycling station or compactor.

Useful Links:

[Bigbelly collection options](#)

MM30

Donate a vehicle (1 point)

Donating a vehicle that your plans to get rid of or replace is a smart way to ensure that the vehicle completes its lifecycle. Donating a car presents an opportunity for the car's parts to be donated or reused. Likewise, car donations are often tax deductible.

1. Submit either your donation slip from the organization your car was donated to or upload a copy of the tax receipt for your donation.

Useful Links:

[Global Links - Car Donation](#)

[Goodwill - Donate-A-Car](#)

[Center for Car Donations- Pittsburgh](#)

Compost

MM31

Collect organic materials for compost (2 points) NEW

Food waste is a large contribution to overall waste. Provide a compost bin for food scraps in common areas to create an opportunity for employees to reduce overall waste.

1. Submit a photo of your composting bin.

NOTE: Points will only be awarded if your organization has taken action MM25 or MM26 (is part of a compost hauling program or has its own on-site composting).

Useful Links:

[Oberlin College – Dorm-wide composting](#)

[Residence halls making the most of composting](#)

[UC Davis – Take Action: Compost](#)

MM32

Participate in a compost hauling program (5 points) NEW

One of the biggest hurdles to office composting is where to bring your compost once you've collected it. Thankfully, there are locally available compost hauling services, networks and programs. You can participate in these programs in several ways- as simply as paying for a hauling service, or as personal as setting up a compost drop-off with a community garden, restaurant or farm.

1. A copy of your contract with the compost hauler, indicating the size of the compost container and frequency of pickups, as well as the length of the contract. (confidential information redacted)

Useful Links:

[AgRecycling Food Scrap Program](#)

[Shadyside Worms Compost Exchange](#)

[Shadyside Nursery](#)

MM33

Create on-site composting (3 points) NEW

If you have a patch of dirt, you can compost on your own site! There are many local organizations that can help you set up your own backyard compost pile or bin, and teach you how to manage your compost. If you don't have landscaping or a garden to use your compost in, offer your compost up for employees to take home and use in their own gardens.

1. Submit a photo of your on-site compost pile or bin.
2. Submit a written description of your compost management plan.

Useful Links:

[PRC Backyard Composting](#)

[Grow Pittsburgh Composting](#)

[Composting at the Community Garden](#)

MM34

Use on-site composting to manage landscaping (1 point) NEW

Complete the compost cycle by using compost made on-site to fertilize your landscaping and gardens.

1. Submit a photo of your compost bin and/or pile.
2. Submit a photo of your compost being used in your landscaping or garden.

Useful Links:

[5 ways to use compost effectively](#)

[Using compost as a soil amendment](#)

NEW ACTIONS 9/30/16

MM35

Create your Materials Meters in Portfolio Manager (5 points) NEW

EPA's Energy Star Portfolio Manager has created a new tracking system for waste and materials that mirrors the existing Energy and Water tracking platform.

Recognizing that most waste and recycling haulers do not provide tracking data to customers, the new Portfolio Manager tool relies on visual estimates of the fullness of waste containers, or weighted measurements of various waste streams. This new tracking system is an excellent tool for tenants of a building who want to better manage their office's waste and recycling, as you

1. From your already create Portfolio Manager account (action EN5), click on the "Waste & Materials" tab.
2. Click the blue "Set up Waste & Materials" button.
3. Create individual waste & materials meters by choosing from the 29 different types of Waste/Materials. These can be general (i.e. "Trash", "Mixed Recyclables", "Compostables"), or specific by individual type of material (i.e. "Paper- Copy Paper").
4. Identify a Waste Management Method for each stream: "Recycled", "Composted", "Donated/Reused", or "Disposed". Note that if you choose "Disposed", you will have to further select the disposal destination in your meter ("Landfill", "Incineration", "Waste to energy" or "Other/Unknown").
5. After you have created a meter for all the waste, recycling, reuse/donation and composting streams you would like to track, go the next page.
6. Select the frequency that the waste stream is hauled away- either "Regularly", as in a recycling bin that is emptied once a week, or "Intermittently/one-time only".
7. Select how you are measuring the waste stream. Select either "I know the weight or volume of the waste/material"* or "I only know the size of the bin/dumpster".
 - a. For "I only know the size of the bin/dumpster", you must know the size and unit of your container. Select the date that you began tracking the weight or container size of your waste stream- it will likely be the current date, unless you were previously tracking waste weight or container size.
8. Upload your waste & materials data. This may occur at the time of setting up your meters, or continuously throughout the year, depending on the kind of meters you have created and the data you have available.
 - a. If you selected "Regularly" for some waste streams, you will enter your waste data similar to how you would enter water or electricity meter data- on a timeline, without any gaps.
 - i. If you selected "I only know the size of the bin/dumpster", you will enter the number of times the bin was emptied in a given period, and the average percent full of each pickup

(or pickups in a given period). If you selected “I know the weight or volume of the waste/material”, you will enter the weight of the material picked up in a certain period, in the units you identified for that waste/material.

- b. If you selected “Intermittent/one-time only” for some waste streams, you will enter your data as an individual entry whenever you have a new one-time-only event (i.e. a donation). Be sure to keep a record of the weight of intermittent/one-time only waste streams, as most intermittent/one-time only donations, recycling or disposals must be recorded by weight.*
9. Go to the next page. Associate the meters you would like to track in the GWC with your account.

*You may estimate volume for all but the following Waste/Material types, which must be entered as a weight: Appliances, Batteries, Electronics, Furniture, Lamps/Light Bulbs, Office Supplies, Regulated Medical Waste, and Other.

1. Once you submit this action, Sustainable Pittsburgh will verify your Waste Tracking meters in Portfolio Manager. Be sure that you have shared your property with Sustainable Pittsburgh on “Read-Only” access.

Note: You may upload the results of a Waste Audit (MM1, MM2) as a one-time or intermittent waste stream to get a more accurate analysis of where and in what way(s) your organization can divert more waste from the landfill, and decrease total waste production.

Useful Links:

[Introducing Portfolio Manager Waste & Materials Tracking](#)

[How is Waste Tracked in Portfolio Manager?](#)

[EPA Volume-to-Weight Conversion Calculator](#)

[Portfolio Manager Waste Benchmarking FAQs](#)

MM36

Enter your materials management baseline quarter (10 points) NEW

A baseline is a historic point of comparison used to track changes and improvements at your property over time. For waste, it is better to track and compare your total waste and diversion rates every quarter. To set your materials management baseline for GWC 2016, simply ensure that you have entered a complete quarter of Waste

Meter data for your waste streams (Recycling, Landfill, Compost, or any individual materials/types you track, plus any intermittent/one time waste or donations you have had within the quarter), and notify the GWC Team that you have completed your waste baseline by submitting this action.

Since Portfolio Manager does not currently have a baseline feature in the waste tool, the team at Sustainable Pittsburgh will manually compare each subsequent quarter’s total waste and diversion rate to your chosen baseline quarter.

1. Notify the GWC team when you have entered your materials baseline quarter (choose December 31 or March 31) in Portfolio Manager. The GWC Team will verify your baseline through Portfolio Manager.

****Due to the timing of the release of this PM feature, we will not be able to accept baselines prior to the December 31st quarter.***

Useful Links:

[Introducing Portfolio Manager Waste & Materials Tracking](#)

[How is Waste Tracked in Portfolio Manager?](#)

Portfolio Manager Waste Benchmarking FAQs

MM37

Keep your materials management meters up to date (1 to 12 pts) NEW +

It is critical to record your waste streams in real time in order to measure the success of your materials management programs, policies and practices. It is also critical in order to award points in the GWC. Be sure to upload your regular and intermittent materials data into Portfolio Manager at least monthly. Due to the nature of estimating the fullness of containers, it is recommended that you record your data at every interval that your waste and recycling containers are emptied, so that you are not relying on memory or presumption to estimate.

1. Update your materials data to Portfolio Manager every month. The GWC Team will monitor Portfolio Manager uploads.

Receive 1 point for every consecutive month you update your materials management information.

Repeatable up to 12 times in a competition year for a maximum of 12 points.

Useful Links:

[Enter Data into Portfolio Manager](#)

TRANSPORTATION

Measurement

T1

Hold a “Getting Started” orientation with CommuteInfo (5 points) !

CommuteInfo is a regional non-profit created to help commuters and their employers make the most cost and energy-efficient commuting choices. Contact CommuteInfo at CommuteInfo@spcregion.org or by calling 1-888-819-6110 to organize a “Getting Started” meeting. CommuteInfo staff will come to your office to meet with you and members of your green team. CommuteInfo staff will work with you to tailor a plan to support your efforts to reduce organizational commuter impact.

1. Submit a copy or screenshot of meeting notes provided by CommuteInfo.

Useful Links:

[CommuteInfo: Employer Assistance](#)

T2

Campaign your employees to register with CommuteInfo (1 to 20 points) !

In order to keep track of your full organizational transportation emissions, you will need employee participation. CommuteInfo serves as the transportation database for the GWC in addition to offering an excellent service to your employees by matching with rideshares within and outside of your company and providing a menu of alternative commute options. Registration is quick and easy, and will create opportunities for your organization to receive points for sustainable commutes in the GWC. For actions your organization can use to encourage the use of CommuteInfo and alternative commutes, go to the “Alternative Commute Promotion and Programs” sub category.

1. Your final quarterly report will be submitted automatically by CommuteInfo.

Note: In addition to providing access to a region-wide network of vanpools, carpools and transit options, CommuteInfo is the sole transportation tracker utilized by the GWC. Points for existing sustainable commuters, emissions reductions, mode shifts, and maintaining mode shifts will be awarded through CommuteInfo reporting only. Regardless of whether your employees plan to shift transportation modes, registration is strongly encouraged. Have your employees register at CommuteInfo.org.

Small Organizations: Receive 1 point for every 5% of your workforce that signs up for CommuteInfo.

Large/Medium Organizations: Receive 1 point for every 10 employees that register with CommuteInfo.

Useful Links:

[CommuteInfo](#)

[CommuteInfo – Promotional Resources](#)

[CommuteInfo – Request your Commute Options Report Today](#)

T3

Choose your transportation baseline quarter (10 points) NEW !

As with tracking energy or water use, you must set a baseline of real commuter data entered in a database (CommuteInfo) in order to measure reductions in your organization’s commuter emissions. You may choose to set your baseline in any of the first three quarters of the competition. This baseline should include the commuting mode and patterns of a significant portion of your workforce, or from



the most complete participation you determine is possible for your organization. This means that the bulk of your campaign to register employees with CommuteInfo should be complete prior to setting your baseline.

1. Submit your chosen baseline quarter to the GWC. The GWC team will determine your baseline emissions production and send you this calculation for your records and for setting goals and pledges.

Note: Points for this reduced emissions are awarded quarterly. The points awarded each quarter WILL STAND throughout the remainder of the competition whether or not performance changes in the subsequent quarter. Your organization will have more opportunity to gain points if your employees register with CommuteInfo and you set your baseline in the first quarter.

Useful Links:

[CommuteInfo](#)

T4 Claim points for existing alternative commuters (1 to 20 points) NEW !

Many of your employees may already be commuting in sustainable ways. Make sure their sustainable choices are documented and rewarded in the Green Workplace Challenge by encouraging these employees (and all employees) to register with CommuteInfo and input their initial mode of transit. Your organization will receive points for these employees' sustainable commutes.

1. Your quarterly report will be submitted automatically by CommuteInfo.

Small organizations: Receive 1 point for every 5% of registered employees currently traveling in any mode other than single-occupancy vehicles.

Medium/Large Organizations: Receive 1 point for every 10 employees registered as initially traveling in any mode other than single-occupancy vehicles.

Note: This action will be tabulated once, at the end of the competition. Be sure to document as many sustainable commutes as possible by encouraging employees commuting via transit, bike, rideshare or walking to register with CommuteInfo for the GWC.

Useful Links:

[CommuteInfo- Request your Commute Options Report Today](#)

T5 Shift modes to reduce your commuter emissions (10 to 1925 points) !

When your employees change their commuter habits and track their progress by updating their mode of transportation in CommuteInfo, your organization will see measurable reductions in transportation related emissions. The most important measure you can take as an employer to ensure your organization is being rewarded for keeping cars and miles off the road is to encourage your employees to keep their CommuteInfo account up to date with their mode of transport. The mode shifts detailed in your quarterly report from CommuteInfo will be measured against your self-selected transportation baseline quarter.

1. Remind your employees to update their CommuteInfo profile when they shift commute modes at the following link: http://commuteinfo.org/comm_match_already.shtml. We recommend you send these reminders prior to the end of each quarter for maximum points.
2. Your quarterly report will be submitted automatically by CommuteInfo.

Points will be awarded for reductions as a percentage relative to your self-selected transportation baseline, detailed in the following chart:

Point Calculation

Percent	Points From	To
1-5%	10	50
6%-10%	65	125
11% - 100%	145	1925 (20 points for each additional %)

Note: Points for this action are awarded quarterly. The quarters end on September 30th 2016- December 31st 2016 – March 31st 2017 – June 30th 2017. The points awarded each quarter WILL STAND throughout the remainder of the competition whether or not performance changes in the subsequent quarter. This is different from the energy and water portions of the competition and is designed to serve as an incentive to maintain a focus on improving and increasing participation.

Useful Links:

[CommuteInfo- Already Matched Commuter Update](#)

[CommuteInfo – Request your Commute Options Report Today](#)

T6 **Maintain your mode shifts (2 to 6 points) ! NEW +**

Commuter habits can change from season to season. Be sure to keep your transportation information up to date, and encourage your employees to choose sustainable modes of transportation (anything other than a single occupancy vehicle) year-round. It is critical that you remind your employees to update their CommuteInfo profile when they shift or add modes of transportation to their commute.

1. Remind your employees to update their CommuteInfo profile when they shift commute modes at the following link: http://commuteinfo.org/comm_match_already.shtml. We recommend you send these reminders prior to the end of each quarter for maximum points.
2. Your quarterly report will be submitted automatically by CommuteInfo.

Receive 2 points for maintaining previous improvements from other quarters.

Repeatable up to 3 times in a competition year for a maximum of 6 points.

Useful Links:

[CommuteInfo- Already Matched Commuter Update](#)

[CommuteInfo](#)

Goals & Pledges

T7 **Pledge to increase your sustainable commutes (10 points) ! NEW**

By making a pledge to increase your organization’s percentage of sustainable commuters, your organization shows that it is mindful of how employee commutes impact the health of our region. Set your goal based on the current percentage of your CommuteInfo-registered employees commuting in any form other than driving alone (this includes taking transit, vanpooling, carpooling, walking, biking and telecommuting). Set your goal as a percentage of these registered employees that will switch to a sustainable, alternative commuting mode by the end of the competition year, encouraged by you organization’s promoting, incentivizing and encouraging alternative commutes.

1. Submit a document that states your organization’s target percentage goal through increased use of more efficient commuter modes of transportation.

Note: Your organization must set its goal by September 30th, 2016.

Useful Links:

[Breathe Project – Make a pledge](#)

[Make My Trip Count survey results](#)

T8 **Reach your sustainable commuter goal (25 points) !**

If the percent of sustainable commuters indicated in your quarterly commuter report meets or exceeds your previously determined goal (T7), report back to GWC with this information highlighted.

1. Submit a screenshot of your quarterly commuter report from GWC with the percentage of sustainable commuters highlighted. The GWC team will check this number against your previously submitted goal.

Useful Links:

[CommuteInfo – Request your Commute Options Report Today](#)

Alternative Commute Promotion and Programs

T9 **Request a personalized commute map for your organization (1 point) NEW**

CommuteInfo can create a personalized map of your employee's commutes to and from work based on zip code. Contact your HR department for your organization's zip code information, and send it to CommuteInfo. CommuteInfo will create your organization's personalized commuting map. This map can be very useful to demonstrate alternative commuting opportunities to your employees. Post it in your break room, distribute it electronically along with a push to register with CommuteInfo, or use it in a CommuteInfo workshop or green team meeting as a tool to focus your commuter program on your organization's real commuting patterns.

1. Submit a copy or screenshot of your email communicating with CommuteInfo to create your commute map.

Note: If you met with CommuteInfo and received a commuter map at your orientation, you may not receive an additional point for this action.

Useful Links:

[CommuteInfo—For Employers: How Can We Help You?](#)

[CommuteInfo—Quick Reference Guide to Commuting Options](#)

T10 **Gather and share short alternative commute testimonials from your employees (2 points) NEW**

Employee testimonials regarding the feasibility and benefits of alternative commutes can be highly influential for employees that are considering commute alternatives, particularly when that testimonial comes from a friend or peer. Ask your alternative commuting employees to write up or record a short description of their alternative commute and the benefits they receive from it, and compile these testimonials for use in workshops, newsletters, or to post near your rideshare board.

1. Submit a copy of your compiled employee testimonials. Must include at least 2 testimonials.
2. Submit a copy of your communication to distribute and promote your transportation testimonials internally.

Useful Links:

[CommuteInfo: Testimonials](#)

T11

Create a rideshare board for non-commuting trips (1 point) NEW

Make sure your mid-day travels are sustainable, too, by coordinating carpools to meetings, conferences and other mid-day events. Your employees may find it easier to communicate where and when they are traveling during the work day by creating an internal rideshare board.

If your office is smaller, a physical bulletin board can be a simple and fun solution. If your office prefers digital communication, there are many online systems that can aid in the creation of your own digital rideshare board, or your rideshare “board” can be as simple as creating a thread on company intranet.

1. Submit a photo or screenshot of your active rideshare board.

Useful Links:

[How to Create your own Ridesharing Board](#)

T12

Create an alternative commute group and provide opportunities to communicate (1 point) NEW

Help create a dialogue about commute alternatives at your organization by facilitating alternative commute communications. Create a mailing list for interested employees to sign up and distribute updates about alternative commutes, helpful tips on money and fuel-saving initiatives, alerts to local bike, transit and alternative commute events or public forums, company commute group social hours, etc. This group may become a subset of your Green Team, responsible for promoting alternative commutes and CommuteInfo in your organization.

1. Submit a sample of communications with your alternative commute group.
 - a. If possible, submit a photo of your alternative commute group at a social event, workshop, or planning session.

Useful Links:

[CommuteInfo: Employer Initiatives](#)

[CommuteInfo: Promotional Resources](#)

T13

Offer flexible schedules to encourage alternative commutes (1 point)

By offering more flexible scheduling options, you will make it easier for your employees to choose an alternative commute that may not be possible with a rigid schedule. Two popular options are flex time, where employees arrive and depart from work at different times while still fulfilling their full time commitment, or telecommuting, where employees can work from home on certain days (the limitations of which your organization can decide and set).

1. Submit a copy of your flexible scheduling policy.

Useful Links:

[Workplace Flexibility: Telecommuting](#)

[Alternative Work Schedules as a Commute Solution](#)

T14 Write a policy to close your office for Green Fridays (1 point)
Green Fridays are office closures/work from home days that occur on multiple Fridays throughout the year to help reduce emissions from transportation, reduce energy use and associated costs at the workplace, and to create more flexibility for employees.

1. Submit a copy of your Green Fridays office policy.
2. Submit a document detailing how many and how often employees participate.

Useful Links:

[National Geographic Sustainability – Our Green Team](#)

[Eight Ways National Geographic is Engaging Employees to Cut Costs](#)

T15 Participate in a car-sharing program like Zipcar (1 to 20 points)
Zipcar’s car-sharing program is not only convenient, but it can save your organization money on travel costs such as gas, insurance, and parking. Because the cars are shared and not always on the road, car-sharing programs helped reduce overall emissions as well. Zipcars are located at specific parking spaces throughout the region.

1. Submit a copy or screenshot of your registration confirmation with Zipcar.
2. Submit a copy or screenshot of a list of employees in your organization registered with Zipcar.

Small organizations: Receive 1 point for every 5 percent of your workforce that participates.

Large/medium organizations: Receive 1 point for every 10 employees that participate.

Useful Links:

[Zipcar for Business – Is Zipcar for you?](#)

[Zipcar for Business – Rates and Plans](#)

T16 Establish and encourage no idling policy for loading zones and parking lots (2 points) &
Idling vehicles waste fuel and negatively impact air quality through emissions. Pennsylvania has both state and local anti-idling laws regarding on-road diesel vehicles. Allegheny County has specific idling regulations for non-road diesel vehicles. The establishment of a no-idling policy will help your organization enforce existing regulations as well as voluntary no-idling efforts. Installing signage to remind patrons of your no-idling policy will help to encourage following the policy.

1. Submit a copy of your organization’s no-idling policy (1 point)
2. Submit a photo of no-idling signage posted in high idling areas (front curb, loading docks, etc.) (1 point)

Useful Links:

[NRDC – Sample No-Idling Policy](#)

[Fulton County, GA– No-Idling Policy](#)

[GASP Pennsylvania’s Diesel-Powered Motor Vehicle Idling Act](#)

[IdleFreePA](#)

T17

Advocate alternative commutes and CommuteInfo with neighboring employers (1 point)
NEW

If your organization is limited in its rideshare options, help to expand the network of car and van pools by talking to neighboring organizations about CommuteInfo, or incorporating neighboring employers and their employees in your commuter workshops, trainings, social events and communications.

1. Submit meeting notes or other communications documenting your contact with neighboring employers.

Useful Links:

[CommuteInfo](#)

[GoBurgh](#)

[Pittsburghers for Public Transit](#)

Alternative Commute Incentives

T18

Utilize the Commuter Choice pre-tax benefit (1 point)

Reduce your payroll taxes and encourage your employees to get to work sustainably. Section 132(f) of the Federal tax code allows employers to offer pre-tax purchases of up to \$255 per month per employee in 2016 for qualified transit, train or vanpooling benefits. You can also exclude up to \$20 per month in from an employee's wages for bicycle commuting, which can go towards bike purchases, improvements, storage and repair. The employee may only receive the \$20 wage exemption if he or she receives no other transit benefits that month.

1. Submit a copy of your policy to employ the Commuter Choice pre-tax benefit.
2. Submit a list of employees (names can be redacted, but the list should indicate how many unique employees are participating in the program) who are participating in the program.

Useful Links:

[CommuteInfo Commuter Choice](#)

[National Center for Transit Research – Commuter Tax Benefits](#)

[UC Berkley Pre-Tax Commute Benefit Services for Faculty & Staff through Wageworks](#)

[TransitChek](#)

[University of Pittsburgh Pre-Tax Deduction](#)

T19

Create a transportation agreement to subsidize transit costs for employees/students/faculty (1 point)

Transportation agreements and public transportation passes will encourage employees to use public transportation more often. The use of public transit can save money and reduce overall greenhouse gas emissions.

1. Submit documentation pertaining to your transportation agreement (confidential information redacted). The documentation may vary according to your agreement, please submit whatever you believe is pertinent.

Useful Links:

[University of Pittsburgh Transportation Agreement](#)

Department of Defense Transit Agreement

T20 **Create a parking pass program that incentivizes alternative commutes (1 point)**

Creating incentives for alternative transportation helps to reduce your organization's carbon footprint, and reduces the number of low-occupant vehicles used to access your campus while also reducing space issues for parking. Some organizations and universities offer a parking pass with a limited number of days of parking to encourage the use of alternative transportation. Other programs include carpool preferential parking passes, which offer preferred parking spaces to car or vanpools. Be sure to encourage your carpoolers to register their commute with CommuteInfo.

1. Submit a copy of your parking program that incentivizes alternative transportation use.
2. If you choose to create a carpool preferred parking program, please submit the names of the first 10 people that have signed up for your program.

Useful Links:

[CommuteInfo- Employer](#)

[Emory University - Alternative Transportation Proposal](#)

[Evergreen University - Parking PASSPORT Program](#)

[University of Texas - Carpooling Program](#)

T21 **Create an alternate program to incentivize alternative commutes (2 points)**

Help your employees commute more sustainably by making it easier to make the sustainable choice. By subsidizing the cost of alternative transit for anyone that commutes by public transportation above and beyond federal tax incentives or a transportation agreement, you will encourage your employees to use public, higher occupancy and alternative transportation. Other options for in-house commuter incentives are to create an "alternative commute" fund where employees pay a small fee for a perk, like a casual dress day, and those funds are then used to subsidize transit passes, bike maintenance costs, etc.

1. Submit a copy of the policy illustrating the details of the incentives and benefits programs your organization will adopt and offer.

Useful Links:

[CommuteInfo Promotional Resources](#)

[Commuter Services of Pennsylvania – Employee Services](#)

[Community Transportation Association – Employee Transportation Benefits](#)

[Clif Bar & Company Cool Commute Incentives](#)

[Alaska Biological Research \(ABR\) Center Commuter Monetary Incentives](#)

Vehicle Fleet and Infrastructure Updates

T22 **Create a fuel efficient fleet (1 to 21 points) & +**

Fuel-efficient vehicles reduce greenhouse gas emissions, air pollutants and costs spent on fuel. Updating your vehicle fleet by purchasing hybrid or electric vehicles, retrofitting older diesel vehicles, and requiring your organization to purchase fuel-efficient vehicles when necessary will reduce overall emissions and fuel costs.

1. Submit a copy of your fuel-efficient vehicle purchase policy (1 point)



2. Submit a photo of the purchased fuel-efficient vehicle in front of your building, and report the vehicle's make, model, MPG, date of purchase, and registration (2 points per vehicle +).
3. Submit a receipt of purchase for diesel retrofit, a description of the retrofit used, and a photo of the installed retrofit (3 points per diesel retrofit +).

Repeatable up to 4 times in a competition year for a maximum of 21 points.

Useful Links:

[Consumer Reports – The most Fuel Efficient Cars](#)

[Corporate High Efficiency Vehicle Policy](#)

[Hybrid Cars Comparison](#)

[US EPA – National Clean Diesel Campaign](#)

[EPA- PA Diesel Retrofit Information](#)

T23

Conduct a Green Vehicle Fleet Assessment (3 points)

Sustainable Pittsburgh's Green Vehicle Fleet Assessment is an easy and important step your organization can take towards reducing your carbon footprint. The assessment can help your organization identify ways in which it can move towards greener practices like using more sustainable fuels or vehicles, choosing the right vehicle for the job/trip, retrofitting older diesel vehicles, and creating driver education programs.

1. Submit a copy of your completed Green Vehicle Fleet Assessment.

Note: Contact GWC if your assessment contains sensitive information.

Useful Links:

[Sustainable Pittsburgh Green Vehicle Fleet Assessment](#)

[City of Cambridge Green Fleet Policy](#)

[EPA Green Vehicles](#)

[Garfield Vehicle Fleets in the Clean Energy Economy: Reducing Costs and Diversifying Fuel Sources](#)

[Ontario A Green Fleet Is A Cost-Efficient Fleet](#)

[PA DEP Diesel Idling and Act 124 Information](#)

T24

Install electric car charging stations in parking lots (3 points) NEW +

Electric cars have enormous potential to reduce transportation emissions, particularly if the electricity they are charged with is produced by a renewable source. Make it easier for your employees, customers or clients to commute in their electric cars by providing charging stations free of charge.

1. Submit your work order or invoice for the installation of the electric car charging station(s).
2. Submit a photo of your electric car charging station(s).

Receive 3 points for each charging station installed.

Useful Links:

[Harvard Electric Charging Stations](#)

[Pittsburgh Parking Authority Installs Charging Stations](#)

True Cost of Charging Stations

Bicycle Advocacy and Actions

T25 Partner with community entities to upgrade bike infrastructure (1 to 10 points) NEW

Work with local community groups, nonprofits, neighborhood or business associations to improve the walkability and bike-ability of your neighborhood, and to make your neighborhood more transit-friendly. These partnerships can be varied and take many different forms, from a combined effort to pool funds for a bike rack, to working with a local bike advocacy group and municipality to establish bike lanes *improve bicycle safety in your region.*

1. Submit documentation of *your collaboration with local organizations to advocate for improved bike infrastructure, walkability, and safety. These can be in the form of emails, signed advocacy letters, or press coverage of advocacy events your organization was a part of.*

Useful Links:

[Bus Rapid Transit](#)

[BikePGH Advocacy Calendar](#)

[City of Pittsburgh Bike Racks](#)

T26 Create bike, scooter and pedestrian-friendly office infrastructure (1 to 10 points +)

Biking and/or walking to work presents certain challenges for employees, particularly in regards to storing equipment and clothing and making themselves presentable for the workday. Install bike racks, lockers, and shower or changing facilities to accommodate these needs. If your organization cannot meet these needs, see if a partnership with a nearby gym or workplace with locker facilities is possible.

1. Submit photographic and invoice evidence for the following:
 - i. Bike racks (1 point)
 - ii. Parking for scooters (1 point)
 - iii. Changing facility access (1 point)
 - iv. Shower access (1 point)
 - v. *Bike parking/storage in your office (1 point)*
 - vi. Any additional accommodations you come up with ! AND/OR
2. *Work with BikePGH to earn your nationally recognized Bike Friendly Business certification. Submit your Bike Friendly Business certificate for an additional 5 points.*

Repeatable up to 5 times for a maximum of 10 points, *with the addition of Bike Friendly Business certification.*

Useful Links:

[BikePGH Bike Racks](#)

[City of Pittsburgh Bike Racks](#)

[YMCA of Greater Pittsburgh](#)

[National Geographic Offers Employees Showers and Lockers](#)

Implement an employee bicycle sharing program or purchase office bicycles (1 to 20 points)

T27

Office bicycle sharing programs becoming more and more popular internationally as they prove to be cost effective alternatives to fossil fuel based transportation. They are especially useful in urban areas, corporate campuses and on college campuses. Some offices have purchased

bicycles for employees to use when running errands, going to lunch or going to meetings.

1. Submit an invoice or receipt as proof of purchase of office bicycles.
2. Submit pictures of the bikes that are going to be part of the bicycle-sharing program.
3. Submit a list of employees registered with your bicycle sharing program or using office bicycles.

Small Organizations: Receive 1 point for every 5% of your workforce that participates or registers.

Large/Medium Organizations: Receive 1 point for every 10 employees that participate or register.

Useful Links:

[Employer Bike Sharing Toolkit](#)

[Longmont Bike Sharing Program](#)

[New York Bicycle Sharing Options](#)

T28

Use an established bicycle-sharing program (1 to 20 points)

Bicycle sharing programs provide the general public with a readily accessible alternative transportation option. By encouraging your employees to utilize a bicycle-sharing program, your organization's employees can realize the benefits associated with bicycling without having

to invest in organizational bicycles.

1. Submit pictures of receipts providing proof of bicycle-sharing program use.
2. A list of employees registered with the established bicycle sharing program.

Small Organizations: Receive 1 point for every 5% of your workforce that participates or applies/participates

Large/Medium Organizations: Receive 1 point for every 10 employees that participates/applies

Useful Links:

[Pittsburgh Bike Share](#)

[Mizzou Bicycle Sharing Program](#)

[Stony Brook Bike Sharing](#)

AIR QUALITY

Measurement

AQ1

Monitor indoor particulate matter in your *home or office* (5 points) NEW !

Particulate matter (PM) is a complex mixture of small hazardous particles in the air, including acids (nitrate or sulfate), soil or dust, organic chemicals and metals (US EPA).

When inhaled, certain fine particles smaller than 10 micrometers can enter and remain in the lungs, causing major respiratory health issues. By monitoring your facility's PM, you can learn if your office has healthy levels of PM, and what daily activities spike airborne PM. Assessing this data can reveal opportunities to intervene and improve your facility's air quality, leading to better health for your employees.

The Speck Monitor, a project of Carnegie Mellon University, is an easy-to-use plug-in monitor and app that will automatically upload daily PM data to your account, and create simple chart read-outs to demonstrate PM fluctuations. Speck Monitors are available for rent for free at Carnegie libraries. Be sure to download the SpeckSensor app for iOS and Android to check your Speck monitor readout anywhere. Monitor your space daily for a full work week in order to understand the daily patterns of air quality in your office.

1. Submit a photo of the particulate matter monitor in your office.
2. Submit a screenshot of your particulate matter monitor readouts from at least 7 days of monitoring.

NOTE: New this year, GWC has partnered with ROCIS to provide GWC competitors the opportunity to participate in month-long cohorts to monitor indoor air quality for free. *You or an employee of your organization may choose to set up your monitors at your home or office.* After you join a ROCIS cohort and attend a briefing, you will be given a kit containing 2 Speck Monitors, a radon monitor, a carbon monoxide monitor, a carbon dioxide monitor, and 3 Dylos PM monitors. Dylos PM monitors require some additional setup and data analysis in order to interpret the monitor's output, but provides detailed readings of minute-by-minute fine and large particulate matter. Contact GWC at gwc@sustainablepittsburgh.org if you are interested in signing up for a cohort. **Competitors who monitor their air quality through a ROCIS cohort will receive 5 additional points on top of the 20 available monitoring points.**

Useful Links:

[Speck article](#)

[Speck at Carnegie Libraries](#)

[ROCIS: What I Learned \(GTECH Strategies\)](#)

AQ2

Monitor radon in your *home or office* (5 points) NEW !

Radon is a radioactive gas that is the second highest cause of lung cancer in the US. Radon gas can pool in the basements of facilities without proper ventilation or pressurization. Using an electronic radon monitor with a digital readout, monitor your facility for radon for at least one week, entering the monitor readout and time of the reading daily into a log. The US EPA recommends that facilities with readings higher than 4 picocuries per liter (pCi/L) take steps to intervene and mitigate the presence of radon in your facility.

Note: Electronic radon monitors are available for free through ROCIS cohorts, which will occur monthly beginning September 2016. Contact GWC at gwc@sustainablepittsburgh.org if you are interested in signing up for a cohort.

1. Submit a photo of the radon monitor in your office.
2. Submit a screenshot of your radon monitor log from at least 7 days of monitoring.

Useful Links:

[US EPA A Citizen's Guide to Radon](#)

AQ3

Monitor carbon dioxide in your *home or office* (5 points) NEW !

Carbon dioxide (CO₂) itself is not harmful to human health except at extremely high concentrations (50,000 parts per million (ppm) or higher), which is an unlikely occurrence outside of industrial workplaces. Rather, carbon dioxide concentration is a useful indicator to determine if an indoor space is appropriately ventilated, allowing for continuous influx of fresh air and outflow of toxic gas buildups. OSHA places its limit for acceptable CO₂ concentration at an average of 5,000 ppm over an 8-hour period, but most non-industrial workplaces will find their employees are most comfortable with concentrations no more than 600-700 ppm higher than the standard outdoor concentration of 350-400 ppm (ASHRAE). Monitor CO₂ concentration in your office space with an electronic monitor for at least a week in order to understand your office's regular fluctuations in CO₂ concentration and to alert you to any spikes in concentration.

*Note: Electronic CO₂ monitors are available for free through ROCIS cohorts, **which will occur monthly beginning** September 2016. Contact GWC at gwc@sustainablepittsburgh.org if you are interested in signing up for a cohort.*

1. Submit a photo of the carbon dioxide monitor in your office.
2. Submit a screenshot of your carbon dioxide monitor's readouts from at least 7 days of monitoring.

Useful Links:

[What is the allowable level of carbon dioxide in an indoor space? \(ASHRAE\)](#)

[Measuring CO₂ inside buildings](#)

AQ4

Monitor carbon monoxide in your *home or office* (5 points) NEW !

Carbon monoxide (CO) is an odorless, colorless, tasteless and potentially lethal gas produced by the combustion of certain fuels. When carbon monoxide builds up in a confined environment, it can lead to hypoxia and death if a human is exposed at high enough concentrations for extended periods. OSHA places its limit for acceptable CO concentration at an average of 50 ppm over an 8 hour period, but the US EPA has set its National Ambient Air Quality standard for CO at 9 ppm over an 8-hour period. If your CO monitor reads higher than 3 ppm (the average outdoor CO level) in any hour, it is a likely indicator that a source of CO is contributing to your indoor environment, and that a carbon monoxide inspection is warranted.

*Note: Electronic CO monitors are available for free through ROCIS cohorts, **which will occur monthly beginning** September 2016. Contact GWC at gwc@sustainablepittsburgh.org if you are interested in signing up for a cohort.*

1. Submit a photo of the carbon monoxide monitor in your office.
2. Submit a screenshot of your carbon monoxide monitor's readouts from at least 7 days of monitoring.

Useful Links:

[US EPA National Ambient Air Quality Standard for Carbon Monoxide](#)

[US EPA Carbon Monoxide's Impact on Indoor Air Quality](#)

AQ5

Conduct a radon test (5 points)

Radon is an odorless and colorless gas that is present in many Western Pennsylvania buildings, and is considered a carcinogen and the second highest cause of lung cancer. Exposure to radon in the workplace can have a significant negative impact on your employees. You can conduct a simple one-time radon test, available for \$10 or less at most

home supply stores, to ensure your workplace is safe.

1. Submit an invoice or other record of purchase for the radon test.
2. Submit the results of your radon test.

Useful Links:

[Radon Fact Sheet](#)

[EPA Radon Guide](#)

AQ6

Share and/or present your monitoring data (2 to 4 points) ! &

Once you have compiled and interpreted your monitoring data, you can share your data with the ROCIS cohort. ROCIS will put this data to use in a local, detailed database of air quality information which will be studied and interpreted for use in the creation of programs and

policies to better indoor and outdoor air quality in the region.

Go a step further and present your experience collecting and interpreting the data compiled by your monitoring period, and any steps taken to mitigate red flags to your ROCIS cohort at the end of your cohort month.

1. Submit a screenshot of your email sharing your monitoring data with ROCIS. (2 points) AND/OR
2. Submit a description of your presentation and any materials used in presenting your data to the ROCIS cohort (2 points)

Useful Links:

[ROCIS.org](#)

[EPA AirData](#)

AQ7

Test and monitor indoor air quality with a professional indoor air quality test (5 points) NEW

If your self-conducted air quality monitoring revealed any spikes or high concentrations of potentially toxic gas, it may be worthwhile to have a professional air quality inspection conducted. By testing air quality in your office you can pinpoint the kind and source of airborne toxins that may be affecting the health, safety and well-being of your employees. General air quality inspections can be very expensive, so be sure to analyze and interpret the data from your self-conducted monitoring to narrow down the potential sources and kinds of toxins you will test professionally.

1. Submit an invoice or other record to document that your organization has had a professional air quality test conducted in the last 2 years.
2. Submit the results of your test.

Useful Links:

[OSHA IAQ Facts](#)

[Improving IAQ at work](#)

AQ8

Conduct a professional asbestos inspection (5 points)

Asbestos, a naturally occurring mineral, is an excellent insulator but has devastating effects on human health. Asbestos use was discontinued in the late 1970s, but continued to be used in insulation, flooring, roofing, wallboard, pipes, joint compounds, adhesives and fireproofing through the 80s, and is still present in many older buildings. An asbestos inspection will assess the presence of asbestos and the risk it may pose to the building's occupants. This will help you make informed decisions about future renovation and the upkeep of your building, as well as alert you to any potential dangers to your employees.

1. Submit an invoice or other record to document that your organization has had a professional asbestos inspection conducted in the last 2 years.
2. Submit the results of your test.

Useful Links:

[EPA Small Business Asbestos in Building](#)

AQ9

Conduct a professional lead test (5 points)

Lead was once present in many building materials including paint, sealants and flooring, and presents a health risk to building residents, particularly children. Conducting a lead test will alert you to the presence of this toxin.

1. Submit an invoice or other record to document that your organization has had a professional or DIY lead test conducted in the last 2 years.
2. Submit the results of your test.

Useful Links:

[EPA Lead Rule](#)

[EPA Renovation, Repair and Painting](#)

AQ10

Conduct a post-intervention air quality assessment (5 to 20 points) NEW + !

After you have taken action to mitigate any air quality issues in your facility, it is important to monitor your facility's air quality again in order to measure the improvements you have made. Rent a monitor of whichever air component you have intervened to improve or mitigate, and conduct another monitoring period of at least 7 days. Assess and interpret the data output in comparison to your initial monitoring period to track improvements.

1. Submit a photo of the monitor in your office.
2. Submit a screenshot of your monitor readouts from at least 7 days of monitoring.

Receive 5 points for each air quality component you monitor, up to 4 kinds of monitoring (particulate matter, carbon monoxide, carbon dioxide and radon) for a maximum of 20 points over the competition year. If you participate fully in another ROCIS cohort, you will receive the full 20 points for your single month of monitoring.

Useful Links:

[ROCIS.org](#)

[Speck at Carnegie Libraries](#)

Pledges and Policies

AQ11

Review your EPA Environmental Justice Screen report (1 point) NEW

EPA's Environmental Justice Screen (EJScreen) is a useful mapping tool that organizes and presents a wealth of publically available pollution data to users in a way that is specific, relevant, and easy to interpret. If you are curious about what your outdoor air quality levels are, go to the EJScreen map, enter your address, and request a report on all publically available air quality and pollutant information. If you are interested in finding out what point source pollution (pollution that can be traced back to a unique source) may be affecting you and your organization, you can add this information in layers to the EJScreen map, and find out what superfund sites, brownfields, toxic releases, water discharges, hazardous waste and pollutant-emitting sites are near you and may be responsible for poor air quality.

1. Submit a screenshot of your facility's Standard EJ Screen Report.

Useful Links:

[EPA Environmental Justice Screen User Guide](#)

[What is EJ Screen?](#)

[How to Interpret a Standard Report in EJ Screen](#)

AQ12

Interpret data from your monitoring period (1 to 4 points) NEW + !

Once you have compiled your data from at least one kind of air quality monitoring, take the time to read and interpret this data. You may find that you can easily attribute some spikes in PM, CO, CO₂ or Radon to activities in your facility, or you may realize that high levels or spikes may require further investigation. For each data set, write a short description of you interpret this data in the context of daily life at your facility.

1. Submit a short description of your interpretation of one set of air quality monitoring data at your facility.

You may submit one description for each kind of monitoring (PM, CO, CO₂, Radon), receiving 1 point for each description for a maximum total of 4 points over the competition year.

Useful Links:

[Allegheny County Health Department Air Quality Monitoring](#)

[Experimenting at Home with Air Quality Monitoring](#)

AQ13

Write an air quality intervention and improvement plan (5 points) NEW !

Once you have familiarized yourself with your facility's air quality issues, it is important to have a plan of action and intervention to address these issues. Your intervention may include education or workshops (see Engagement action E21 to submit for points), conducting further professional inspection, creating policies to protect your already healthy air, or hiring professionals to address problems in your HVAC system.

1. Submit a copy of your air quality intervention and improvement plan.

Useful Links:

[EPA Improving Indoor Air Quality](#)

[Improving Indoor Air Quality at Work](#)

AQ14

Implement a low-VOC purchase policy for all building products (3 points)

Volatile organic compounds (VOCs) are gases emitted from solid materials containing a variety of chemical compounds. VOCs can be found in paints and lacquers, paint strippers, sealants, stains, adhesives, cleaning supplies, pesticides, building materials and furnishing, office equipment, correction fluids and carbonless copy paper, graphics and craft materials, permanent markers, and photographic solutions. Many low VOC products are labeled as such. Writing a policy to purchase only low-VOC labeled products can help improve your building occupants' health and safety.

1. Submit a copy of your low or no-VOC purchase policy.

Useful Links:

[EPA: Intro to IAQ and VOC](#)

[CDC Indoor Environmental Quality](#)

AQ15

Implement a policy against the purchase and use of materials with Red List components (3 points) NEW

The Red List was compiled the International Living Future Institute for their Living Building Challenge, and includes common chemicals and compounds used in building materials that may contribute to global warming, increase cancer risk, bioaccumulate in ecosystems, or are otherwise detrimental to environmental and human health. Be on the forefront of sustainable and healthy spaces and write a policy against the purchase or use of materials containing items on the Red List.

1. Submit a copy of your policy against the purchase or use of items and building supplies containing the following Red List components:

Asbestos, cadmium, chlorinated polyethylene, chlorofluorocarbons, chloroprene, formaldehyde, halogenated flame retardant, hydrochlorofluorocarbons, lead, mercury, petrochemical fertilizers, phthalates, polyvinyl chloride, wood treatments containing creosote, arsenic or pentachlorophenol.

Useful Links:

[ILFI Declare Red List](#)

Indoor Air Quality Improvement

AQ16

Act on recommendations from professional IAQ, radon, asbestos and lead testing (1 point) +

If any of your professional indoor air quality tests reveal necessary actions to improve the immediate health of your building and protect your employees, take that action and receive points.

1. Submit an invoice, work order or receipt for work done along with the suggested action from your air quality testing highlighted (1 point for each action) OR
2. If the suggestion does not necessitate professional work, please include a before and after photo of the action taken along with the suggested action from your testing highlighted (1 point for each action).

Note: Points for this action are simply for responding to the suggestion from your inspection, not for the action itself. In order to receive full points for the action, be sure to submit for the Air Quality Improvement Action as well.

Useful Links:

[Do you suspect your office has an indoor air problem?](#)

[The inside story: A guide to indoor air quality](#)

[EPA Mold report](#)

AQ17

Build a box fan air filter to mitigate the impact of high-particulate matter activities (1 point) NEW

Minimizing particulate matter (PM) in the indoor environment can be difficult when some daily activities necessitate increased PM levels, such as cooking, vacuuming, or moving around furniture, boxes and files. Box-fan air filters are relatively cheap and simple to build, and can be used to minimize the amount of time it takes PM to settle after activities that increase PM levels. For instructions on how to build and use your own box fan air purifier, see the Useful Links.

1. Submit a photo of your box fan air filter in use in your office.

Useful Links:

[University of Michigan Box Fan Air Purifier](#)

[Better Box Fan Air Purifier](#)

AQ18

Install a radon mitigation system (10 points) NEW

If your radon test or monitor indicated radon levels higher than 4 pCi/L, you should take steps to minimize the presence of radon in your facility. There are several options to remove radon, but most rely on some form of altered pressurization and redirection in the basement of your facility, such as a sub-slab depressurization system. Any soil depressurization system should be coupled with professional sealing of your foundation to optimize efficiency

1. Submit a copy of the invoice for your radon mitigation system installation.

Useful Links:

[Removing Radon from Your Home](#)

[How to Install Radon Mitigation](#)

AQ19

Have your facility professionally sealed (10 points) NEW

Make sure the air quality systems in your facility are operating at their highest efficiency by ensuring that additional air is not entering or escaping your facility via cracks and gaps in your walls, foundation, roof or around your air ducts. Have your facility professionally inspected and sealed for these gaps.

1. Submit a copy of the invoice for your professional sealing.

Useful Links:

[EPA Benefits of Duct Sealing](#)

[EPA Why Seal and Insulate?](#)

AQ20

Relocate outdoor air intakes to avoid influx of outdoor pollutants (10 points) NEW

If your air intake is facing a source of high particulate matter or other air pollutants, such as a roadway, factory or gas station, or anywhere that vehicles are likely to idle, hire an HVAC professional to reconfigure your system to avoid an influx of additional contaminants.

1. Submit a copy of the invoice for your HVAC reconfiguration.

Useful Links:

[EPA Building Air Quality](#)

AQ21

Install potted plants in your facility (1 to 2 points) +

Potted plants make for a positive work environment and can improve your office's indoor air quality. When plants photosynthesize, pores in the plant's surface absorb carbon dioxide along with a long list of volatile organic compounds (VOCs) such as benzene and formaldehyde, removing them from the air. Beautify your office and breathe easy by installing plants throughout your facility.

1. Submit a photo of your office plant. Receive 1 point per plant, repeatable twice for a maximum of 2 points.

Useful Links:

[NASA's 50 Top Air Cleaning Plants](#)

[How do Plants Clean the Air?](#)

AQ22

Check blocked vents in office and move furniture to unblock them (1 point)

Most air quality issues can be fixed quite cheaply and easily, some for free! One of the biggest culprits in air quality in the home and the office is improper circulation due to blocked air vents. Some vents take in stale air, while other are the conduit through which fresh conditioned air enters the area. In addition to being an IAQ issue, a blocked air vent makes the HVAC system less efficient and can lead to increased costs.

1. Submit before and after photos of blocked and unblocked vents.

Useful Links:

[Energy Myths Debunked](#)

[100 ways to save energy](#)

AQ23

Clean air ducts and vents (3 points)

When having your air ducts and vents cleaned be sure to include the supply/return air ducts, grills, heat exchangers, heating/cooling coils, condensate drain pans, fan motors and housing, and the air handling housing. If these parts are not regularly cleaned, the entire HVAC system can become contaminated with dust, pollen, debris, or moisture that can result in mold growth. By cleaning the system you not only improve the quality of the air in your office space, but you also improve the efficiency of your HVAC system, saving energy and money.

1. Submit an invoice or receipt as proof of duct and vent cleaning. If your HVAC maintenance is conducted by in-house staff, request and submit a copy of the maintenance log.

Useful Links:

[EPA: What is air duct cleaning?](#)

AQ24

Maintain your HVAC systems (3 points)

Maintaining HVAC equipment helps prevent problems that could arise in the future. These problems can result in increased costs and a shorter life cycle for the system. By having a maintenance check-up, problems can be addressed before any damage is done.

1. Submit an invoice or receipt as proof of the maintenance check-up. If your HVAC maintenance is conducted by in-house staff, request and submit a copy of the maintenance log.

Useful Links:

[EPA Energy Star: Maintenance Check-up](#)

AQ25

Change HVAC filters every six months (1 to 2 points) +

Your HVAC system components have filters that collect dust, allergens and pollutants so that you and your building's occupants can enjoy cleaner air. These filters need to be changed every 3 to 6 months, depending on the type of system and manufacturer of the filters. Some are disposable and others can be hosed off, dried, and reinstalled. Extend the life of your HVAC system and make sure it is functioning as cleanly as possible by cleaning or replacing your filters according to manufacturer recommendations.

1. Submit an invoice or receipt as proof of your filter change or cleaning. If your HVAC maintenance is conducted by in-house staff, request and submit a copy of the maintenance log.

Repeatable twice in a competition year for a total of 2 points.

Useful Links:

[Maintaining your Air Conditioner](#)

[CDC Building Ventilation](#)

Outdoor Air Quality

AQ26

Advocate for better air quality in your neighborhood (5 points) NEW

Becoming more aware of the factors that contribute to your region's air quality and how it affects your workplace environment, your health and the health of your employees puts your organization in an excellent position to advocate for policy change to improve air quality regionally. There are many actions you can take to advocate for better air quality, such as conducting a letter-writing campaign to your representative, writing open letters and letters to the editor in local papers, lending your voice or name to an existing campaign, or meeting with your elected officials. There are several organizations that you can partner with to guide your advocacy.

1. Submit a sample of your advocacy effort or campaign- a letter, a photo of your lobby meeting or campaign event, or a link to an article where your organization is named or quoted as a supporter.

Useful Links:

[GASP- Get Involved](#)

[The Breathe Project](#)

AQ27

Sign up for action day forecasts (1 to 10 points) !

The EPA's Air Quality Index provides a daily indicator of the health of our air based on the presence of five major pollutants: ground-level o-zone, particulate matter, carbon monoxide, nitrogen dioxide and sulfur dioxide. The higher the AQI value, the more pollution in the air and the greater the public health risk. Stay aware of our region's air quality by signing up for Air Quality Action Day Forecasts. For greater points, encourage your employees to register to receive Air Quality Action Day Forecasts.

1. Submit a screenshot confirming your registration to receive Air Quality Action Day Forecasts (1 point) AND
2. Submit a document indicating the number of employees who have registered to receive Air Quality Action Day Forecasts.

Small Organizations: Receive 1 point for every 10 percent of your workforce that registers.

Medium/Large Organizations: Receive 1 point for every 20 employees that register.

Useful Links:

[Pittsburgh Climate Initiative](#)

[AirNow](#)

[Air Quality Index](#)

AQ28

Implement the Air Quality Flagging program at your organization (3 points)

Group Against Smog and Pollution (GASP) implements the US EPA's School Flag program at schools throughout Southwestern PA, and are expanding the effort to local businesses. GASP will provide, at cost, colored flags representative of the air quality values in the EPA's AQI, or you can participate by creating your own flags. Workplaces can participate in the program by obtaining and displaying the corresponding AQI flag at their organization. Please contact GASP at info@gasp-pgh.org to learn more about implementing the AQI Flag Program at your organization.

To make your own flags, base the colors on the following chart:

 <p>Good 0-50</p>	<p>Clean air, have fun! No limitations.</p> 
 <p>Moderate 51-100</p>	<p>The air is okay, but not the best for everyone. If you need to, just play easy. Sensitive people should consider reducing prolonged or heavy exertion outdoors.</p>
 <p>Unhealthy for Sensitive Groups 101-150</p>	<p>Don't stay outside too long or play too hard. Active children and adults, and people with lung disease, such as asthma, should avoid prolonged or heavy exertion outdoors.</p>
 <p>Unhealthy 151-200</p>	<p>It's best to stay indoors, but if you have to be outside, just relax and take it easy. Active children and adults, and people with lung disease, such as asthma, should avoid heavy exertion outdoors. Everyone else, especially children, should avoid prolonged or heavy exertion outdoors.</p>
 <p>Very Unhealthy 201-300</p>	<p>Time to stay indoors. Active children and adults, and people with lung disease, such as asthma, should avoid all exertion outdoors. Everyone else, especially children, should avoid prolonged or heavy exertion outdoors.</p>

1. Submit photos of your workplace displaying flags representative of the AQI (with timestamp) on three separate days.

Useful Links:

[AirNow Air Quality Flag Program](#)

[GASP EPA Flag Program](#)

AQ29

Write a policy to take action on air quality action days (5 to 6 points) + !

Air Quality Action days are called when the AQI is unusually high (over 151 or a red-flag zone). On these days it can be particularly powerful to encourage use of less polluting transportation, allow for telecommuting and flex time alternatives, and reschedule polluting activities such as law care and maintenance. This can be accomplished via a written policy to take these actions on forecasted Air Quality Action Days. By sending out email reminders of this policy to employees prior to forecasted Air Quality Action Days, you can help encourage the proper use of these policies.

1. Submit a document detailing your Air Quality Action Day policies. (5 points)
2. Submit a copy of your email announcement sent out on days prior to forecasted Air Quality Action Days. Be sure to include the date of the email sent, and the date of the forecasted Action Day (1 point per individual action day email)

The second submission requirement of this action is repeatable on each forecasted Air Quality Action Day.

Useful Links:

[Air Now](#)

[EPA Air Quality Index- Pittsburgh](#)

[How You Can Help Keep the Air Cleaner](#)

AQ30

Inform your employees about ordinances and regulations to improve air quality on action days (1 point) NEW

In Allegheny County, all open burning is prohibited on air quality actions days. Ensure that your employees uphold this ordinance by sending out an email to employees detailing both prohibited activities, and those that are not recommended, such as using a lawn mower or doing strenuous outdoor activities.

1. Submit a screenshot of your email to employees on an Air Quality Action Day.

Useful Links:

[Allegheny County Burning Regulation Fact Sheet](#)

[GASP Wood Smoke Air Quality Impacts](#)

AQ31

Install no-idling signs near air intakes and building entrances (1 point) NEW

In accordance with PA Act 124, which states that diesel vehicles may not stand in idle longer than 5 minutes if they are not a bus or school vehicle or a vehicle. If you have a loading or drop-off area located near building entrances or HVAC intakes, post signage to remind vehicles to turn off their engines rather than idle at these locations. This will minimize the influx of carbon monoxide and other air pollutants directly into your facility from the outdoors.

1. Submit a photo of your No Idling signs posted at entrances and near air intakes.

Useful Links:

PA Act 124

Engine Idling and Air Pollution

How Vehicle Emissions Affect Us

AQ32

Ban smoking on office grounds (2 points) NEW

Indoor smoking in office buildings is banned by the Clean Indoor Air Act. Raise the bar and ensure your outdoor spaces are smoke-free and can be enjoyed healthfully by all employees. Many college campuses enforce a 50-foot barrier around academic and residential buildings. Help ensure this policy is followed by posting signage in the smoking-ban areas.

1. Submit a copy of your smoking ban policy.
2. Submit a photo of your posted smoking ban signage.

Useful Links:

No Smoke

The Science Behind Moving Smoking Bans Outside

Does the Science Support an Outdoor Ban on Smoking

AQ33

Join the Breathe Project Coalition (3 points)

Reductions in energy use have a direct effect on improving our region's air quality. Join the leading organizations committed to improving air quality in the Pittsburgh region by becoming a part of the Breathe Project Coalition. Go to <http://breatheproject.org/> and select "Join as a Group" to sign your organization up as a supporter of the Breathe Campaign.

1. Submit a screenshot of your verification email from the Breathe Project Coalition.

Useful Links:

Breathe Project

AQ34

Use alternatives to leaf blowers in your grounds maintenance (1 point) NEW

Leaf blowers contribute to poor air quality by stirring up dust, dirt and contaminants and generating exhaust in close proximity to pedestrian zones. Make sure your grounds maintenance doesn't contribute to the problem by imposing a policy against the use of leaf blowers, and encouraging the use of alternatives like rakes.

1. Submit a copy of your policy against the use of leaf blowers in your grounds maintenance.

Useful Links:

Takoma Park Leaf Blower Ban

Leaf Blower Pollution

INNOVATION

IN1

Innovate your own action (Points Vary)

Has your organization implemented a sustainable policy, program, or taken a sustainable action not covered in the GWC? Submit your action description to the GWC team for points, and the GWC team may create a new action for any participant to take. By submitting a new and innovative action, your organization can help our region stay at the forefront of sustainability while gaining points and recognition for your organization.

1. Submit a description of your action, along with any photo, receipts, documents, policies or proof necessary to validate the completion of your action.

Innovation points will be awarded on the same scale and structure used to determine the points for existing actions in the GWC. That structure most heavily rewards measurable reductions in emissions-producing activities including energy use, water use, waste production and transportation, followed by actions that directly impact your ability to measure those impacts, then those that increase the scale of sustainability initiatives (typically engagement or outreach activities), actions that lead to reductions in emissions (though direct measurement may not be tracked), and lastly actions which are positive, but do not affect reductions directly. All points are similarly awarded based on the scale of investment of both time and capital. *See Figure 1 on page 12 in the introduction for a visual representation of this points system.*

MUNICIPAL

M1

Complete a climate change adaptation plan (5 points)

Climate adaptation plans outline adaptation and mitigation strategies to address the changes that will occur over the next few decades due to global climate change. Completing a specific climate change adaptation plan will help guide your organization through these changes.

1. Submit a copy of your Climate Adaptation Plan

Useful Links:

[USEPA Climate Change Adaptation Plan](#)

[Chicago Climate Action Plan](#)

[California Climate Adaptation](#)

M2

Create an active environmental advisory council (2 points)

An environmental advisory council typically has the responsibility of advising a local government on environmental initiatives that affect the municipality. It provides an outlet for residents with environmental knowledge or interest with a means to influence community policies and practices.

1. Submit the number of participants and their roles (names can be withheld for privacy)
2. Submit a schedule of meetings, topics discussed and goals.

Useful Links

[Moon Township Environmental Advisory Council](#)

[South Fayette Township Environmental Advisory Council](#)

[Franklin Park Environmental Advisory Council](#)

M3

Incorporate sustainability-awareness into all municipal-sponsored events (1 point)

Hosting events with a sustainability awareness component takes advantage of a great opportunity to educate residents on sustainability issues, encourage sustainable practices and increase awareness on a community scale. A sustainable awareness component can include anything from offering recycling, to utilizing green purchasing, to including a sustainability focused lecture.

1. Submit photographs of the sustainability education, descriptions of the programs offered, feedback from participants, or whatever valid forms of documentation you can offer.

Useful Links:

[NACO - Green Government Initiative](#)

[Zero Waste Services](#)

M4

Provide municipal support for air pollution and emissions education (2 points)

Pittsburgh has been continuously ranked among the worst cities in the US for fine particulate matter (PM) levels. The level of PM is negatively correlated to human health. By providing municipal support for air pollution education, we can increase awareness throughout the region and encourage people to take action.

1. Submit details and photos of educational programs that deal with air pollution.

Useful Links:

[Northgate Asthma Initiative](#)

[ACHD Air Quality Education Documents](#)

[City of Fort Collins Environmental Services Department](#)

[British Columbia – Air Quality, what governments are doing](#)

M5

Participate in the Sustainable Pennsylvania Community Certification Program (5-65 points)

The Southwestern Pennsylvania Sustainable Community Essentials Certification is intended to bring recognition to municipalities in the region that are distinguished in applying the policy and practice of sustainability as their way of operating in order to advance community prosperity. It also will serve as a mechanism for sharing best practices for creating a more sustainable southwestern Pennsylvania. The Certification has been developed with input of regional municipal leaders and representatives. Across 9 essential topics, the certification assessment presents 131 policies and practices that any municipality is well-served to have in place. The criteria are written as statements. Points are earned for each "Yes" answer indicating that the municipality has the policy/practice in place. There are a total of 300 possible points. Points earned can lead to one of five (5) different levels of certification. Short of finishing and claiming your certification, a municipality may take credit and be recognized for starting the certification process and indicating intent to finish. Simply click the box found on the last steps page labeled: "I pledge to complete my certification. While my municipality is not yet finished filling out the Certification, we wish to be listed among those that have started the process and intend to complete the assessment and claim certification. There is no fee to participate.

Contact gwc@sustainablepittsburgh.org to get started.

1. Submit a pdf copy or screenshot of the email verifying that you have achieved a certification level of the Sustainable Pennsylvania Community Certification Program.
2. Submit a screenshot from the Sustainable Pennsylvania Community Certification Program website listing your appropriate certification category.

Points will be awarded as follows: Established an account (5 points) Associate (5 points), Bronze (10 points), Silver (20 points), Gold (40 points), and Platinum (65 points)

Useful Links:

[Sustainable Pittsburgh](#)

[Sustainable Community Essentials Rapid Assessment for SWPA](#)

M6

Conduct a sustainability assessment and publish the results (3 to 11 points) &

Providing metrics for your sustainability efforts creates a unique opportunity for your municipality to promote the direct result of your efforts. Metrics help support your sustainability campaign by acting as a guideline for your efforts, revealing successes and areas that need work.

1. Submit copies of the documents pertinent to the published or ongoing assessment, and/or any links to online content containing this documentation (public information source) (3 points)
2. Make this information public (3 points)
3. Present your greenhouse gas inventory and mitigation plan to your residents (3 points)
4. Present your progress on energy use projects and goals to your residents (2 points)

Useful Links:

[Clarkson University- Use Sustainability Metrics to Guide Decision-Making](#)

[A Framework for Sustainability Indicator at EPA](#)

M7

Install or retrofit street lights/traffic signals (3 points)

Installing LED bulbs in streetlights and traffic lights reduces energy use and greenhouse gas emissions, decreases maintenance costs and generates energy cost savings for your municipality. LED bulbs' long life span makes them a low maintenance upgrade for municipalities and local governments. Be sure to contact Duquesne Light regarding their LED street lighting program for assistance.

1. Submit documentations detailing the metrics for replacement (e.g. when old bulbs burn out). Include the approximate number of replaced lights as well as the remaining number still operating with older systems.
2. Submit the written policy for replacing with LED lights.

Useful Links:

[Duquesne Light LED Street Lighting Pilot Program Study](#)

[Duquesne Light Turns on LED Street Lighting Program](#)

[Pennsylvania Municipal League](#)

[Energy-Efficient Traffic Signals and Streetlights](#)

M8

Provide support for a public Climate Action Program (3 points)

Providing municipal support for public programs regarding energy conservation shows your community that you care about their well-being and quality of life. These programs help to educate citizens on energy efficiency and reduction strategies, which they can incorporate into their everyday lives and home energy use.

1. Submit details regarding programs, such as residential energy audits, that are available to the residents of your municipality and which are run or supported by your municipality.

Useful Links:

[Energy Programs Serving Oakland](#)

[City of Berkley Municipal Energy Conservation](#)

[Solarize Allegheny](#)

[Healthy Homes Incentive Program- GTECH Strategies](#)

M9

Require LEED certification for development projects receiving public incentive (2 points)

Requiring LEED certification for development projects that are receiving public incentives ensures that these buildings incorporate sustainable design characteristics that utilize environmentally conscious methods and require less energy usage.

1. Submit a copy of your policy and/or section of the master specification that includes this requirement.

Useful Links:

[City of Boston – Green Buildings](#)

[Cambridge Dept. of Public Works – What We're Doing](#)

M10 Adopt and enforce a clean construction emissions policy for publically subsidized projects (2 points)

Clean Construction aims to reduce overall emissions and particulate matter (PM) emissions from activities that occur during construction projects. The adoption of a clean construction policy will help you municipality develop and implement a plan to address emissions and other negative environmental impacts that occur during construction projects.

1. Submit a copy of your policy and/or section of the master specification that includes this requirement.

Useful Links:

[City of Pittsburgh Clean Construction Legislation](#)

[USGBC LEED BD + C Clean Construction Specifications](#)

M11 Conduct an assessment to minimize emissions from municipal waste hauling fleet (3 points)

Waste hauling trucks are often powered by diesel engines. There are significant amounts of harmful greenhouse gas emissions and air pollutants released while these haulers collect and transport garbage. Choosing trucks that require ultra low-sulfure diesel fuel or investing in a fleet that runs on compressed natural gas (CNG) will aid the reduction of greenhouse gas emissions and air pollutants within your community.

1. Submit a copy of your policy and/or section of the agreement that details the cooperation between waste haulers and municipalities to reduce emissions.

Note: These issues need to be explicitly stated and agreed upon to qualify.

Useful Links:

[Clean Cities Niche Market Overview: Refuse Haulers](#)

[Fueling Change](#)

[Natural gas powered garbage truck hit the streets of Harrisburg](#)

M12 Incentivize low impact and green development projects and techniques (3 points)

Low Impact Development (LID) and green infrastructure are methods used in land-use planning which utilize existing natural infrastructure of land, soil and vegetation to manage stormwater as close to the source as possible. Common techniques for LID include bioretention facilities, rain gardens, bioswales, rainwater harvesting, green roofs and permeable pavements. When implemented effectively, LID mitigates the negative impacts of stormwater and helps perpetuate the healthy functioning of the water cycle in a watershed.

1. Submit a document detailing the incentives for these programs, and the metrics for those incentives.

Useful Links:

[Incorporating Green Infrastructure Practices at the Municipal, Neighborhood and Site Scale](#)

[South Side Green Infrastructure Initiative](#)

[Implementing Low Impact Development in Pender County North Carolina](#)

[US EPA Encouraging Low Impact Development](#)

[US EPA Green Infrastructure](#)

M13

Institute sustainable landscape maintenance practices for parks and municipal grounds (2 points)

Sustainable landscaping maintenance practices reduce negative environmental effects. Practices incorporate native plants into the landscape, utilize recyclable and renewable materials and integrate methods that produce fewer emissions. These practices play a role in the planning, construction and maintenance of landscaping.

1. Submit a copy of sustainable landscape maintenance plans and/or proof of adoption of sustainable ratings system requirements into landscaping.

Useful Links:

[UN Resource on Integrated Pest Management](#)

M14

Institute and enforce tree and woodland protection management policies (2 points)

Tree and woodland protection ensure that tree survival and protection is taken into consideration during development and planning operations within a community. Incorporating a protection management plan into all phases of development is crucial to comprehensive tree preservation and protection. The management policy should include a method for assessing which trees are the most valuable resources for the community.

1. Submit a copy of the tree/woodland protection management policy.

Useful Links:

[City of Novi -- Regulated Woodlands Map and Ordinance](#)

M15

Develop walking and biking trails (1 to 5 points)

Walking biking trails can improve a community's economy, make a community more livable, and provide an opportunity for physical fitness. If incorporated into existing street plans, these walking and biking trails can also serve as a means for alternative transportation commuting which will aide in the reduction of overall greenhouse gas emissions.

1. Submit photo or map evidence of walking and biking trails.
2. Submit approximate number of miles of trails developed by the municipality before the submission of documentation.

Receive 1 point for every 2 miles of trail built, up to a maximum of 5 points in a competition year.

Useful Links:

[City of Lacey, Washington – Walking and Biking Trails](#)

M16

Develop bicycle lanes (1 to 3 points)

The development of bicycle lanes is a great way to increase the comfort and safety of bicycle riders in your community. Bicycle lanes help to encourage citizens to utilize bicycles as an alternative mode of transportation. The use of bicycles as an alternative mode of transportation saves money, reduces greenhouse gas emissions, and promotes healthy lifestyles.

1. Submit photo or map evidence of bike lane developments.
2. Submit approximate number of miles of bike lanes developed by the municipality before the submission of documentation.

Receive 1 point for sharrows, 2 for colored lanes, or 3 for protected bike lines. If you have a mix of bike infrastructure, you will receive the point equivalent for your most protected kind of lane.

Useful Links:

[Pittsburgh ready to roll with bike lanes](#)

M17 **Initiate a “Share the Road” education campaign (1 point)**
Share the Road campaigns help to educate bicyclists and motorists on how to “share the road” respectfully with each other. The education component of these campaigns involves teaching both parties about their rights, responsibilities and how to safely and considerately coexist on the road.

1. Submit link or copy of materials used in education campaign.
2. Submit any details and dates of programs promoting road sharing.

Useful Links:

[US Dept. of Transportation Share the Road Campaign](#)

[League of American Bicyclists](#)

M18 **Train police on rights and responsibilities of bicyclists (1 point)**
Training police on the rights and responsibilities of bicyclists is important to create an understanding and acceptance of bicycles as modes of transportation on the roadways. Bicyclists should understand their individual rights, but it is important that law enforcement officials also know the rights of bicyclists in the event of an accident.

1. Submit dates of trainings and the number of officers in attendance.

Useful Links:

[The Law Officer’s Guide to Bicycle Safety](#)

[North Carolina Active Transportation Alliance \(NCATA\) Bicyclist Safety and Law Enforcement](#)

[San Francisco Police Department – Officer Training Video on Bicyclist’s Legal Rights](#)

M19 **Evaluate and implement congestion management techniques (3 points)**
Congestion Management techniques involve tracking and monitoring the areas where congestion occurs along the transportation network. This data along with an understanding of what is causing the congestion aids in the development of congestion mitigation strategies.

1. Submit Congestion Management Plan documentation. May include drawings, maps or photos.

Useful Links:

[SWPA Congestion Management Process](#)

[County of Berks Congestion Management Process](#)

[Municipality of Actions – Congestion Management](#)

M20 **Adopt a multi-municipal comprehensive plan as an official map (3 points)**
Multi-municipal comprehensive planning integrates multiple municipality’s common goals and objectives into a comprehensive plan. Through this plan, municipalities are able to coordinate planning for land use, housing, economic development and transportation infrastructure for the region.

1. Submit corresponding documentation including map, legend, and any other pertinent documents.

Useful Links:

[Tri-Boro Comprehensive Plan: Avalon, Bellevue and Ben Avon](#)

[Twin Rivers Council of Governments Comprehensive Plan](#)

[Beaver County Comprehensive Multi Muni Plan](#)

[Implementation of Multi-Muni Comprehensive Plans in Western Pennsylvania](#)

M21 Comprehensive Plan has extensive sustainability considerations (2 to 12 points) & NEW
Demonstrate that your municipality is committed to sustainability in the long-term by integrating sustainability goals and considerations into your municipality's comprehensive plan. Some suggested points to include in your comprehensive plan to demonstrate and carry out this commitment are included below, but feel free to highlight and submit additional sustainability considerations in your comprehensive plan for points in the GWC.

1. Submit a copy of your Comprehensive Plan, with the sustainability components highlights and noted.
 - a. The Comprehensive Plan includes a parks/recreation and open space component with proposed passive or active greenways, parks and trails. Zoning and subdivision ordinances support this vision. (2 points)
 - b. The Comprehensive Plan and ordinances protect farmland and/or promotes community gardens and infill green space. (2 points)
 - c. The Comprehensive Plan identifies environmentally sensitive, ecologically significant, and civic/historic places. (2 points)
 - d. The Comprehensive Plan and ordinances promote pedestrian-oriented, dense, walkable, mixed-use development (in existing and proposed development), and redevelopment in the core or town center. (2 points)
 - e. Any additional sustainability components you included (2 points +)

Useful Links:

[Integrating Sustainability into the Comprehensive Plan \(American Planning Association\)](#)

M22 Support a "Buy Local" initiative (2 points)
"Buy Local" campaigns are becoming more and more popular in recent years. The idea behind buying locally is to promote and support locally owned and operated businesses. Creating or maintaining a "Buy Local" campaign helps to keep investments local and increase public interest in the local community. These campaigns can include buy local events, sidewalk sales, festivals that focus on local businesses, local business directories published online. Offering free parking for seasonal/holiday shopping also encourage consumers to stay in the local business district.

1. Submit details of activities that are encouraging residents to buy local (sidewalk sales, Small Business Saturdays, craft fairs, etc).

Useful Links:

[AmEx Small Business Saturday](#)

[How to start a buy local campaign](#)

M23

Institute and enforce waste and recycling ordinances in compliance with Act 101 (2 points)

Act 101 requires that larger municipalities within the state of Pennsylvania have recycling programs and develop municipal waste management plans. Specifically, Act 101 aims to reduce a municipality's overall waste output, recycle at least 25% of waste generated, educate the community about waste reduction and recycling benefits, and utilize post-consumer recycled materials or recyclable materials at governmental agencies in the state. If not a mandatory Act 101 municipality, conduct a municipal recycling program.

1. Submit a copy of or link to your waste and recycling ordinances.

Useful Links:

[Erie PA Recycling works](#)

M24

Create a curbside and/or drop off recycling program (2 points)

Creating a comprehensive recycling program allows your municipality to reduce the amount of recyclable items that go to a landfill. Recycling is becoming more and more common through the region, giving communities easier access to recycling.

1. Submit a link to community information or a copy of information provided about the program.

Useful Links:

[Hunterdon County Recycling and Waste Guide](#)

[PA DEP Drop Off Recycling Program](#)

M25

Host a public informational program/workshop on citizen waste reduction and recycling (2 to 8 points) +

Hosting a public workshop or program on waste reduction and recycling methods is a great way to educate your community on the different ways they can reduce their waste output.

1. Submit a schedule of the workshops and topics with the number of residents in attendance.

Repeat this action up to 4 times to receive a total of 8 points in the competition year.

Useful Links:

[Zero Waste Services](#)

M26

Supply residents with information relating to environmental and health programs and regulations in the municipality (1 point)

Providing your residents with information relating to lesser-known but important environmental programs and regulations can help significantly with the real time implementation of your municipal policies and programs. The Outdoor Wood-Fired Boiler regulation and Air Quality programs offered by the PA Department of Environmental Protection and Allegheny County Health Department both work to protect and improve the health of area residents by mitigating, monitoring and reporting on air quality. Live Well Allegheny offers programming to improve the health of county residents, and Allegheny County offers numerous health assistance programs available through their website. Providing your residents with literature on regulations and information to contact these programs can increase their efficacy and reach.

1. Submit a link to the information on your municipality's website, or a copy of posted information/literature distributed.

Useful Links:

[Allegheny County Health Department – Outdoor Wood-Fired Burners](#)

[Pennsylvania’s New Outdoor Wood Boiler Regulations](#)

[Pennsylvania DEP Bureau of Air Quality](#)

[Allegheny County Health Department – Air Quality/Pollution Control Program](#)

[Live Well Allegheny](#)

[Allegheny County Programs & Services](#)

M27

Offer expanded recycling programs for hard-to-dispose of items (2 points) NEW

Many household items are difficult to dispose of but should not be sent to the landfill, such as electronic waste, pharmaceuticals, and household hazardous waste for community-wide collection. Help your residents dispose of these items properly by holding collection days and events that are well-publicized and consistent. The Pennsylvania Resource Council provides an excellent hub through which you can organize your collection events with local hard-to-recycle collectors.

1. Submit a calendar of your collection days and events.
2. Submit any promotional flyers, emails, or postings about your collection days and events.

Useful Links:

[PRC Hard-to-Recycle in Western PA](#)

[ACHD Recycling Resource Directory](#)

[NOVA Chemicals](#)

[Appliance Warehouse](#)

M28

Contract with a waste hauling service to collect municipal compost (2 to 4 points) & NEW

Composting can divert as much as 25% of materials from landfills, and can produce a valuable resource to the community. Several large cities and small municipalities offer curbside compost pick up to their residents and business owners. If you can identify a partner to receive and process organic materials, such as a farm or other compost facility, there are several large contractors, such as Waste Management, that will provide compost hauling services. You may consider starting with a small pilot program in a single neighborhood to gauge community interest and awareness prior to beginning a larger project.

1. Submit any documents related to the planning, vetting, and contracts in discussion for your curbside municipal compost hauling (2 points) AND/OR
2. Submit any documents related to the implementation of your curbside municipal compost hauling service (2 points)

Useful Links:

[Hamilton and Wenham Massachusetts Municipal Compost Case Study](#)

[10 Questions for Towns and Cities Considering Municipal Compost](#)

[Waste Management: Food Waste Pickup for Municipalities](#)

M29

Remove impediments to the use of alternative energy or green buildings (2 points) NEW

Out-of-date ordinances, resolutions and policies may make it difficult for individuals, businesses or neighborhoods to develop alternative energy or green building projects. Review your municipality's building codes and ordinances to ensure that no impediments are limiting green building, green infrastructure or green development.

1. Submit a description of your review process, and describe any impediments that were found and how they were resolved.

M30

Create incentives for the establishment of farms and gardens within the municipality (1 point) NEW

Community farms and gardens create opportunities for citizens to grow their own healthy, local food, build and strengthen community ties, and to make healthful use of vacant or abandoned space in the municipality. By offering incentives in the form of grants, subsidies or other benefits, your municipality can make the decision to create and maintain a community garden or farm easier for your citizens.

1. Submit a document describing the incentives offered, the requirements of applicants to access those incentives, and the incentives' intended purpose.

Useful Links:

[Centre Region Parks and Rec Garden Plots](#)

[American Community Gardening Association](#)

NEW ACTIONS 9/30/16

M31

Encourage businesses in your district to apply for Sustainable Small Business or Sustainable Pittsburgh Restaurant designation (1 to 20 points) NEW + &

Sustainable Pittsburgh has two designation programs that can help small businesses and restaurants in your business districts earn recognition for their sustainability practices. Help build a sustainable identity in your business district by encouraging businesses and restaurants to obtain their sustainable designation. Sustainable Pittsburgh staff is available to present at Business Association and other community meetings to help get the word out. For more information, contact gwc@sustainablepittsburgh.org.

1. Submit an agenda from the meeting where Sustainable Small Business or Sustainable Pittsburgh Restaurant programs were presented (4 points) **AND/OR**
2. Submit the names and contact information of businesses/restaurants you encouraged to participate in either program.

Receive 2 points for each business or restaurant in your district that obtains Sustainable Small Business or Sustainable Pittsburgh Restaurant designation, up to a maximum of 16 points.

Useful Links:

[Sustainable Pittsburgh Restaurant](#)

[Sustainable Small Business Designation](#)

UNIVERSITY

U1

Start a student-run Sustainability Senate or Sustainability Committee (2 points)

A student run “Sustainability Senate” or sustainability committee is a great way to get students involved in spearheading green issues and initiatives on campus. It is a compliment to pre-existing Student Government, a way to ensure checks and balances of university’s green initiatives and policies, and their execution. It also gives students a chance to voice their opinions on and help draft the school’s green agenda and policies.

1. Submit a copy of senate bylaws, meeting agendas, and the list of senators/positions and their descriptions OR
2. Submit a copy of the committee’s meeting agenda, list of members, and meeting description.

Useful Links:

[University of Delaware – Graduate Student Senate, Sustainability Committee](#)

[Rockhurst Student Senate – Sustainability Committee](#)

U2

Start a residence hall “Green Committee” or student residential sustainability coordinators (2 points)

Creating a “green team” within residence halls gives students the opportunity to be accountable for their own commitment to sustainability among their peers. A “Green Team” could be in charge of sustainability activities and programs within the dorm, such as monitoring energy and water use and waste production competitions, and brainstorming and implementing incentives for green behavior. A “Green Team” can offer an opportunity for students to feel a sense of ownership in campus sustainability efforts while also producing real and measureable results.

1. Submit a copy of the description of your Green Team member duties, how many positions there are, and which dorms have a Green Team.

Useful Links:

[Howard University - Green Team Application](#)

[University of Iowa - Residence Hall Green Team](#)

[Western Oregon University - Green Team Application](#)

U3

Host an eco-competition at your university (10 points)

Hosting a competition to save resources is a fun way to empower students to be more conscious of their energy use behavior and decisions, promote friendly competition, raise awareness around issues of sustainability, and lessen your campus’ carbon footprint. This can be executed in a variety of ways, such as: dorm vs dorm, floor vs floor, academic department vs academic department, hosting a recycling drive, a water saving competition, an electricity saving competition, and any other ideas you can think up!

1. Submit a copy of the competition goals, rules and results.
2. Submit a picture of the competing parties
3. Submit proof of implementation of the competition. Acceptable proof includes:
 - a. Information about the amount of energy, water, waste saved/reduced by the competition.
 - b. Number of participants in the competition

- c. Recognition of the competition in a company-wide email, website, or other communication of the competitor's results

Useful Links:

[Compete or Reduce](#)

[Howard University Eco Competition](#)

U4

Create a “green fee” to pay for sustainability projects (3 points)

Green Fees are used by universities to collect money to support sustainability efforts on campus or purchase renewable energy. If implemented properly, green fees are a great way to reduce greenhouse gas emissions produced from non-renewable energy sources and provide funding for sustainability programs across campus.

1. Submit a document explaining the green fee your university has adopted.
2. Submit a document outlining how the money collected from the green fee is being utilized at your university.

Useful Links:

[New York Times – College Students clamor for “green fees”](#)

[University of Georgia – Green Fee](#)

U5

Purchase campus food from university farms and/or local farms (2 to 6 points)

Purchasing campus food from university and/or local farms supports the local economy, reduces emissions impacts from transportation, and reduces landfill impact.

1. Submit a photo of your university farm and a copy of your food order form or receipt from the local farm—be sure that the order form or receipt has the farm's address on it.
2. A copy of your policy and/or contract with the local farm indicating the percentage of total campus food made up by university or local farms.

Receive points for the percent of food you get locally based on the following:

Percentage	Points
0-25%	2
25-50%	4
50% +	6

Useful Links:

[Starting a student farm](#)

[Amherst - College Campus Farm](#)

U6

Host a farmers market on your campus (2 points)

Hosting farmers markets on your campus is a great way to provide students, faculty, staff and community members with fresh, healthy, locally grown foods. Purchasing foods grown by local farmers will help reduce emissions from transportation and also helps boost the regional economy,

1. Submit documentation explaining the campus farmer's market including a list of vendors, the location, dates, and times. Can be in the form of a flyer or advertisement.

2. Submit a photo of the farmer's market.

Useful Links:

[How to host a Campus Farmers Market](#)

[NC State Farmers Market](#)

[Clemson University – Campus Farmers Market](#)

[University of Maryland – The Farmers Market at Maryland](#)

U7

Create incentives to discourage use of individual mini-fridges and microwaves (2 to 4 points) &

Personal mini-refrigerators and microwaves are a huge energy expenditure on college campuses.

Decreasing the energy impact from mini-fridges and microwaves can make a big dent in the electricity usage by residence halls. By promoting the use of energy efficient refrigerators, or consolidating use of refrigerators and microwaves in one area, like a community kitchen, you can lessen the overall energy usage on your campus.

1. Submit a copy of your mini-fridge policy highlighting the incentives that discourage the use of non-energy efficient individual mini-fridges. (2 points) AND/OR
2. Submit a copy of your microwave policy highlighting the incentives that discourage the use of individual microwaves. (2 points)

Useful Links:

[University of Montana – Do you really need a mini-fridge?](#)

[Bowdoin College Mini Fridge Policy](#)

[Hearts Ecolife - Energy Efficient Microwaves](#)

[Temple University Microwave Policy](#)

U8

Host a “Green Social” for dorm residents (1 point)

Residential assistants are typically in charge of hosting socials for dormitory residents. These socials give residents an opportunity to get involved in fun, creative projects which provide bonding opportunities. Green socials can be a learning opportunity as they provide activities and

discussion centered on individual sustainability, such as decorating compost or recycling bins for your dorm, or recycling materials to use as craft supplies.

1. Submit a description of the green event/social.
2. Submit a list of attendees.
3. Submit a picture of the event.

Useful Links:

[Berea College - An RA's Guide to Sustainability Programming](#)

[University of Iowa - RA Sustainability Toolkit](#)

U9

Conduct a campus-wide sustainability project involving student and faculty volunteers (1 to 10 points) +

A campus-wide sustainability project, like an art installation, ecological restoration project or DIY waste audit, for example, provides an excellent opportunity for students, staff, faculty and community members to collaborate based on shared interests and values while providing a valuable community



service. Any project that incorporates some form of sustainability or sustainable awareness and education is applicable.

1. Submit a description of project and the approximate number of people involved or in attendance.

Receive 1 point for each project, up to 10 projects for 10 points over the competition year.

U10

Pursue AASHE Certification (1 to 11 points) NEW &

Your campus sustainability initiatives and educational programming make you a great candidate for certification from the Association for the Advancement of Sustainability in Higher Education (AASHE). Go to aashe.org to learn more about the application process, and begin your application.

1. Submit a copy of your AASHE registration. (1 point)
2. Submit a screenshot of emails indicating that your organization is under review. (5 points)
3. Submit a screenshot of your AASHE designation (an email, award or other certification) (5 points)

RESOURCE DIRECTORY

Organization	Programs	Contact	Title	Email	Phone	Web	Action
3 Rivers Workforce Investment Board	CareerLink Pittsburgh/Allegheny (job board), Statewide job training program certification, job training programs, on-the-job training, Business Solutions (assistance with workforce growth and development), labor market info			info@trwib.org	(412) 552-7090	http://www.trwib.org/	EQ5, EQ11, EQ13, EQ14
African American Chamber of Commerce Directory	Membership directory			information@aaccwp.com	412-392-0610	http://www.aaccwp.com/membership_directory.php	EQ13, EQ26
Allegheny County MWDBE Department	MWDBE certification, counseling, contract monitoring, news, and technology assistance	Lisa Edmonds	Deputy Director		412-350-4309	http://www.alleghenycountypa.us/mwdbe/index.aspx	EQ13, EQ26
Bayer Center for Nonprofit Leadership	Boardwork! Nonprofit board member training	Shelby Gracey	Office Coordinator	gracey@rmu.edu	412-397-6000	http://bcnm.rmu.edu/CoveroInstituteForEngagement/BoardsWork	EQ31
Coro Pittsburgh	Next Neighborhood Leadership program, Women in Leadership Program	Melanie Organ	Administrator	morgan@coropittsburgh.org	412-258-2687	http://www.coropittsburgh.org/programs/	EQ14

Organization	Programs	Contact	Title	Email	Phone	Web	Action
Delta Foundation + PGH Pride	Pride events and advocacy opportunities				412-322-2800	https://www.facebook.com/deltafoundation	EQ11
Dignity & Respect Campaign	Workshops and guidance for diversity and inclusion programming				855-222-8211	https://dignityandrespect.org/	EQ
Diversity Business Resource Center	Contracting opportunities, 8(a) program for disadvantaged businesses, MWDBE Registrar				412.322.3272	http://www.dbrcpittsburgh.org/about/	EQ13, EQ26
Eastern Minority Supplier Development Council	Corporate memberships, "Opportunity Portal" (contracting bids)	Meg Markley	Administrative Services	mmarkley@emsdc.org	412-391-4423	http://emsdc.org/corporate-member-opportunities/	EQ13, EQ26
Global Pittsburgh	Networking for international and local Pittsburgh residents (GlobalPittsburghCONNECT).	Nadya Kessler	Assistant Director, GlobalPittsburghConnect and Operations	nkessler@globalpittsburgh.org	412-392-4513	http://www.globalpittsburgh.org/images/global.pdf	EQ11
Hill House Association	Community Engagement volunteers, volunteer days for corporations.	Terri Baltimore	Directory of Community Engagement	tbaltimore@hillhouse.org	412-392-6479	http://www.hillhouse.org/about-hill-house/volunteer/	EQ

Organization	Programs	Contact	Title	Email	Phone	Web	Action
Hillman Foundation	Grants	Lauri Fink	Senior Program officer	lkfink@hillmanfo.com	412-338-3466	http://hillmanfamilyfoundations.org/	EQ
Imagine Pittsburgh	Job board focused on newcomers to the Pittsburgh region.			imaginepghinfo@allegHENYconference.org	(412) 281-4783	http://imaginepittsburgh.com/	EQ13
International Women's Association of PGH	Networking group for women of all backgrounds in Pittsburgh.			iwap.pittsburgh@gmail.com	412-802-6028	http://iwap-home.blogspot.com/	EQ11
La Jornada Latina Pittsburgh	Pittsburgh Latino news and classifieds	Terry Alvarez	Pittsburgh Office contact	talvarez@tsjnews.com	(724) 822-3758	http://lajornadalatina.com/wordpressjornada/	EQ13
Leadership Pittsburgh Inc	Leadership development, board training and executive orientation programs	Jasmine Morris	Operations Manager	jasmine@lpinc.org	412-392-4518	http://www.lpinc.org/	EQ14
New Pittsburgh Courier	Pittsburgh African American newspaper with classifieds			webmaster@newpittsburghcourier.com	412-481-8302	http://newpittsburghcourieronline.com/category/classifieds/	EQ13
New Voices Pittsburgh	Advocacy and programs to advance the rights of black women and girls.	Ashley Chan	Programs and Outreach Coordinator	ashley@newvoicespittsburgh.org	(412) 450-0290	http://www.newvoicespittsburgh.org/	EQ
Nonprofit Talent	Job board for non profit employers in the Pittsburgh region.	Todd Owens		todd@nonprofittalent.com	412.512.3879	http://nonprofittalent.com/	EQ13

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Persad Center	LGBTQ activism, outreach, training & advocacy.					https://persadcenter.org/	EQ
Pittsburgh Today	Regional indicator benchmarking (useful for building your D+I vision, strategy and goals)	Isabel T. Orozco	Assistant Program Director	itol@pitt.edu		http://pittsburghtoday.org/	all EQ
Pittsburgh Urban Magnet Project (PUMP)	Young professionals site with career center and networking opportunities	Annie Clough	Member Engagement and Education Director	annie@pump.org	412-338-2133 ext. 13	http://www.pump.org/	EQ13, EQ11
SWPA Reentry Coalition	Employment assistance for formerly incarcerated individuals, SPARC Directory, conferences and trainings for job seekers and employers	John Bixler	COO	jbixler@monvalleyinitiative.org	412-464-4000	http://www.monvalleyinitiative.com/employment-assistance/sparc-overview/	EQ13
The International Entrepreneurs (TiE) PGH	Professional development and training, networking and funding opportunities.	Ravi Koka	President	president@tiepgh.org	412-721-9478	http://pittsburgh.tie.org/	EQ14
The Pittsburgh Patrika	Pittsburgh South Asian quarterly	Kollengdoe S. "Venkat" Venkataraman	Editor and Publisher	thepatrika@aol.com		http://www.pittsburghpatrika.com/	EQ13
The Soul Pitt	Diverse business directory	Donna M Baxter	CEO	soulsis@thesoulpitt.com	412-407-7685	http://thesoulpitt.com/diversitydirectory/	EQ13, EQ26
Urban League of Greater Pittsburgh	Job training and assistance for the disadvantaged				(412) 227-4802	http://ulpgh.org/	EQ13

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Vibrant Pittsburgh	Hub for employers recruiting diverse talent, for individuals seeking employment, and resources for newcomers to the region and employers expanding their D+I initiatives. Mini grants available for projects to "increase civic engagement of diverse and immigrant communities".	Yvonne English Roebuck	National Director of Marketing and Talent Attraction	yvonner@vibrantpittsburgh.org	(412) 281-8600	http://vibrantpittsburgh.org/	all EQ
Women's Independent Press	Women's Yellow Pages of Greater Pittsburgh					http://www.womensindependentpress.com/wp-content/uploads/2016/04/512765-2015-new-book.pdf	EQ13, EQ26
3ENow	Mentors in violence prevention, Coaching Boys into Men program.			http://3enow.org/about-us--contact-us.html	412-719-5630	http://3enow.org/index.html	EQ28
AJAPO	Refugee and immigrant support	Alysia Tucker	Program Assistant	info@ajapopittsburgh.org	412-391-5184	http://www.ajapopittsburgh.org/about_us0.aspx	EQ28

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Allegheny Cleanways	Neighborhood clean ups, DumpBusters	Janee Romesburg	Program Coordinator	janee.romesberg@alleghencycleanways.org	412-381-1301	http://www.alleghencycleanways.org/	EQ28
Allegheny Land Trust	Land and Trail Stewardship, Land Restoration, Outreach and Events, GIS/GPS mapping, Photography	Caitlin Seiler	Director of Volunteer & Land Resources	cseiler@alleghenylandtrust.org	4127412750x207	http://www.alleghenylandtrust.org/	EQ28
Allegheny River Clean Up	River clean up days					http://www.alleghenyrivercleanup.com/about.html	EQ28
Audubon Society of Western Pennsylvania	Volunteer Naturalist program, environmental education, store assistance, facilities and reserves assistance			info@aswp.org	(412) 963-6100	http://www.aswp.org/	EQ28
Best of the Batch Foundation	Child mentorship through recreational education, corporate sponsorship opportunities			http://www.batchfoundation.org/volunteer/	412.326.0119	http://www.batchfoundation.org/	EQ28
Carnegie Libraries of Pittsburgh	Teach Tech to Teens, Book Giveaways			volunteers@carnegielibrary.org	412-622-3114	http://www.carnegielibrary.org/about/support/volunteer/	EQ28
CitiParks	Trails, outdoor volunteer ops	Jim Griffin	Director	jgriffin@pittsburghpa.gov	412-255-2539	http://pittsburghpa.gov/citiparks/	EQ28

Organization	Programs	Contact	Title	Email	Phone	Web	Action
Community and Wildlife Foundation	Event volunteering, park restoration projects, community center work days			volunteer@communitywildlifefoundation.org	412-339-0293	http://communitywildlifefoundation.org/	EQ28
Community Kitchen	Kitchen volunteer opportunities	Tom Samilson	Education and Outreach Manager	tsamilson@ckpgh.org	412-246-4736	http://www.communitykitchenpittsburgh.org/	EQ28
Friends of the Riverfront	Trail stewardship	Adrienne Buke	Administrative Services Assistant	adrienne@friendsoftheriverfront.org	412.488.0212	http://friendsoftheriverfront.org/	EQ28
Get Involved!	Volunteer and engagement network	Tom Baker	Founder	bakerleadership@gmail.com		http://www.getinvolvedinc.org/	EQ28
Habitat for Humanity	Construction volunteering	Stephen Hart	Volunteer Services Fellow	sehart@pittsburghhabitats.org	(412) 351-0512	http://www.pittsburghhabitats.org/	EQ28
Homewood Children's Village	Numerous volunteer opportunities for daily operations and special events	Lisa Perry	Vice President for Development & Communications	info@hcvpgh.org	(412) 727-7605	http://hcvpgh.org/	EQ28

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Hosanna House	Dek Hockey, Child Care, Youth Services (career development, service and recreation, education)			hhi@hosannahouse.org	4122437711	https://www.google.com/search?q=hosanna+house&oq=hosanna+house&aqs=chrome..69i57j69i60.268lj0j4&sourceid=chrome&ie=UTF-8	EQ28
My Brother's Keeper Pittsburgh	Boys & Young Men of Color mentorship through recreation and education. Development volunteers opportunities as well.					http://pittsburghpa.gov/mayor/mbk/index.html	EQ28
Nine Mile Run Watershed Association	Urban Ecostewards	Maranda Nemeth	Restoration Stewardship Coordinator	maranda@ninemilerun.org	(412) 371-8779	http://ninemilerun.org/	EQ28
North Country Trail Association	Volunteer trail maintenance and building with Clarion, Wampum, Butler County Trail groups			cla@northcountrytrail.org , but@northcountrytrail.org , wam@northcountrytrail.org	(616) 897-5987	https://northcountrytrail.org/	EQ28

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Pittsburgh Cares	Volunteer database, business-nonprofit volunteer matching	Amanda Trocki	Director of Corporate Programs	atrocki@pittsburghcares.org	4124712144	http://www.pittsburghcares.org/	EQ28
Pittsburgh Parks Conservancy	Urban EcoStewards, Naturalist volunteers, Park Garden volunteers, volunteers for events	Erin Tobin	Community Outreach Coordinator/Volunteers	etobin@pittsburghparks.org	412-682-7275	http://www.pittsburghparks.org/	EQ28
Rachel Carson Trails Conservancy	Trail stewardship			info@rachelcarsontrails.org	412-475-8881	http://www.rachelcarsontrails.org/	EQ28
Rebuilding Together	Construction volunteering	Hillary Bundy	Senior Manager of Program Services	hbundy@rt-pittsburgh.org	(412) 247-2700	http://www.rtpittsburgh.org/volunteer	EQ28
The Citizen Science Lab	After school & summer science mentorship and assistance	Andre Samuel	Founder	andresamuel@urbaninnovation21.org	412-482-3340	http://www.thecitizensciencelab.org/	EQ28
Tree Pittsburgh	Tree Tenders	Nicole Moga	Operations Manager	nicole@treepittsburgh.org	412-781-8733	http://treepittsburgh.org/	EQ28
United Way of Pittsburgh	Corporate volunteer opportunities, individual volunteer opportunities					https://uwsdpa.org/be-a-volunteer/	EQ28

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Urban Impact	Office volunteering, special events volunteers, summer day camp volunteers, sports volunteers, performing arts volunteers		See volunteers page to identify contact person	https://www.uifpgh.org/document/s/AprilVolunteerEblast.pdf	4123213811	https://www.uifpgh.org/	EQ28
Western Pennsylvania Conservancy	TreeVitalize, Watershed Conservation volunteers, community garden volunteers, land stewardship volunteers	Lynn McGuire-Olzak	Volunteer Coordinator	gardens@paconserve.org	412-586-2324	http://waterlandlife.org/	EQ28
Citizen Power	Energy audit toolbag, sustainable energy workshops, public policy research and advocacy	Janice Serra	Program Manager	serra@citizenpower.org	(412) 421-7029	http://citizenpower.com/	EN34, EN32-39
Columbia Gas of Pennsylvania	WarmWise Energy Audits and efficiency rebates up to \$1800, Programmable Thermostats, Post-weatherization inspections.				1-888-460-433	https://www.columbiagaspa.com/ways-to-save/warmwise-audits-and-rebates?ref_src=CXN-Referral&src_type=cci	EN34, EN12, all EN
Conservation Consultants, Inc	GetEnergySmarter, WarmWise, Duquesne Light Whole House Energy Audit, People's Gas Weatherization Program,	Jeanee Zappa			(412) 431-4449	http://www.cicenter.org/	EN34, EN12, all EN

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Duquesne Light	WATT Choices: Rebates for lighting, controls and sensors, space conditioning, food services, ice machines, freezers and refrigerators, office supplies. Smart Comfort: Energy use reduction program.	Ben Morris	Senior Manager	bmorris@duqlight.com		https://www.duquesnelight.com/DLdocs/ForYourHome/ManageMyAccount/PaymentAssistance/EnergyAssistance.pdf	EN34, EN12, all EN
Energy Innovation Center	Training in efficient building and infrastructure, sustainable space for events	Bill Recker	Board Director	info@eicpittsburgh.org	412-894-9800	http://www.eicpittsburgh.org/	E38, E33, E34
Green Building Alliance	Building performance analysis, Pittsburgh 2030 District	Anna Siefkin	VP of Strategic Engagement & Pittsburgh 2030 District Director	annas@gbapgh.org	412-431-0709	https://www.go-gba.org/	EN17, EN34
Innovation Works	Grants for energy and innovation projects, particularly on a large scale.	Susan Bower	Communications and Community Development	sbower@innovationworks.org		https://www.innovationworks.org/	EN
Innovation Works	Energy Efficiency Advocacy, Carbon Management Advisory Group, Carbon Reduction Fund, Hydropower projects & permitting,	Susan Dower	Communications and Community Development	sbower@innovationworks.org	(412) 681-1520	https://www.innovationworks.org/	EN

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Pennsylvania Environmental Council	Green lease assistance, carbon offsets, trails and watershed projects, advocacy	Lindsay Baxter	Program Manager-Energy & Climate	lbaxter@pecpa.org	412-481-9400	http://pecpa.org/	EN4, EN40, EQ28, E5
People's Gas	WarmWise efficiency rebates	Jeffrey Nehr	VP of Gas Supply & Business Development	jeffrey.s.nehr@peoples-gas.com	1.800.764.0111	http://www.peoples-gas.com/	EN12
Pittsburgh Green Innovators	Growing Solar from the Hill, community rain gardens, workshops	Nicole Miller	Projects Coordinator	nmiller@pghgreeninnovators.org	412.471.7444	http://www.pghgreeninnovators.org/	E33, EN36, EN37, EN39, WA20, WA21
ReEnergize Pittsburgh	Services to aid in addressing split incentives and creating Green Leases.	Alison Steele	Community Programs & Advocacy Manager	alisons@ccicenter.org		http://reenergizepgh.org/	EN1, EN2, EN3, EN4
Renewable Manufacturing Gateway	grants for manufacturers promoting renewable energy, clean tech and fossil fuels	Ieva Abolina		iabolina@renewmfg.org		http://launchpgh.com/find-the-funding/awesome-pittsburgh-1000-grants-for-great-ideas/	EN12
Solar Unified Network of Western Pennsylvania	Solar Campaign, Advocacy and Community coordination for solar projects	Sharon Pillar		spillar@smartpower.org		http://sunwpa.org/	EN36, EN37, EN39

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The Efficiency Network	Capital Leases for infrastructure improvements, On Bill Efficiency, Property Assessed Clean Energy (PACE), Customer-Driven Capital Sources	Rob Campbell		rob@tensaves.com		https://www.tensaves.com/a-la-carte-efficiency	EN12
Urban Innovation21	Efficiency and renewable energy grants, incentives, and opportunities for new businesses	Meghan McNeil	Administrative Assistant	mmcneil@urbaninnovation21.org		http://urbaninnovation21.org/	EN12
West Penn Power/First Energy	Act 129 Programs: Business Energy Analyzer, Lighting Incentives, HVAC incentives, Drives for Motors Incentives, Streelighting, Outdoor Area Lighting, and Traffic Signal Incentive Programs, Specialty Equipment Incentives, Energy Efficient New Buildings	Lisa Nentwick	Economic Development & Shale Gas Specialist	nentwick@firstenergycorp.com	1-877-928-8928	https://www.firstenergycorp.com/content/customer/west_penn_power.html	EN12, EN22, EN23
3 Rivers Wet Weather	Wet weather workshops, storm drain market program, green infrastructure network, work days	Tracy Schubert	Public Outreach Manager	tschubert@3rww.org	412-578-8197	http://www.3riverswetweather.org/	WA20- WA23, EN33, EN22
ALCOSAN	Wet weather plan community meetings, draft proposals, tour of water treatment facilities	Stephanie Conley	Municipal Relations & Outreach Administrative Assistant	Stephanie.Conley@alcosan.org	412-734-8733	http://www.alcosan.org/	WA25, WA26
Clean Rivers Campaign	Stormwater workshops, volunteer days	Jenny Rafanan-Kennedy		jenny@piit-sburghunited.org	(412)-231-8648	http://www.cleanriverscampaign.org/	WA20- WA23, EN33, EN22

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GTECH	Green infrastructure, land use and neighborhood development projects	Katie McAuley	Communications and Outreach Project Manager	k.mcauley@gtechstrategies.org	412.361.2099	https://gtechstrategies.org/	WA20-WA23
Nine Mile Run Watershed Association	GreenLinks green infrastructure program, Shade Tree Committee	Maureen Copeland	Regional Stormwater Strategist	maureen@swpgh.com	(412) 371-8779	http://ninemilerun.org/	WA20-WA23, E22, E11
Pittsburgh Water and Sewer Authority	Green infrastructure grants and rebates	Itha Cao	SCA Green Cities Fellow	icao@pgh20.com	412-255-2423	http://pgh20.com/	WA20-WA23
412 Food Rescue	Food donation	Jennifer England	Project Leader	jen@412foodrescue.org		http://412foodrescue.org/	MM32
AgRecycle	Compost	Carla Catagnero		calra@agrecycle.com	412.767.7645	http://www.agrecycle.com/	MM31, MM32
Construction Junction	Building material and furniture donation and reuse	Mike Gable	Executive Director	mgable@constructionjunction.org	412.243.5025	http://www.constructionjunction.org/	MM23
Department of Public Works	Green infrastructure and storm water planning	Elizabeth Style	Community Outreach Coordinator	elizabeth.style@pittsburghpa.gov	412-255-8850	http://www.pittsburghpa.gov/dpw/	MM

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eLoop LLC	Electronics recycling				724.519.7646	http://www.eloopllc.com/eLoopLLC/elpwebsite.nsf/web/Home+Page?opendocument	MM
Pennsylvania Resources Council	Zero Waste Services, Audits, Hard to Recycle Collection Events, Conservation Workshops	Mary Kate Ranii	Program and Outreach Coordinator	mkranii@prc.org	412-488-7490	http://prc.org/	All MM
Pittsburgh Center for Creative Reuse	Donations of goods for craft projects	Nate Feuerstein	Volunteer & Outreach Associate	nate@pccr.org	412-473-0100	http://pccr.org/	MM24
BikePGH	volunteer events, bike infrastructure and programming, National Bike Challenge, OpenStreetsPGH	Jane Kaminski	Membership & Outreach Coordinator	jane@bikepgh.org	(412) 325-4334	http://www.bikepgh.org/	T25-T32
CommuteInfo	CommuteInfo ridesharing, commuter database, employer consulting			commuteinfo@spcregon.org	1-888-819-6110	https://sec.commuteinfo.org/index_current.shtml	All T
Envision Downtown	Attend Public Space-Public Life Meetings, Collaborate on Transit and Placemaking projects	Phoebe Downey	Program Manager	pdowney@downtownpittsburgh.com		http://www.envisiondowntown.com/	T25-T31

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Healthy Ride	Bike share program	Natalie Stewart	Volunteer and Outreach Coordinator	natalie@pghbikeshare.org	(412) 621-0464	https://healthyridepgh.com/	T25-T34
Oakland Transportation Management Association	Oakland Smart Commute, WalkPittsburgh	Jina O'Neil	Program Administrator	joneil@otma-pgh.org	(412)687-4505	http://www.otma-pgh.org/	T25-T33
Pittsburgh Community Reinvestment Group	Community Acquisition & Rehabilitation Loan, GoBurgh, Reimagining Communities Initiative, Vacant Property working group, PGH neighborhood networks,	Emma Curtis	Outreach VISTA	ecurtis@pcrg.org	(412) 391-6732	http://www.pcr.org/	T25-T30
Pittsburghers for Public Transit	alternative transit advocacy	Molly Nichols	Community Organizer	molly@pittsburghersforpublictransit.org	412-216-9659	http://www.pittsburghforpublictransit.org/	T25-T28
Port Authority	public transit meetings	Deborah Skillings	Community Outreach Coordinator	dskillings@portauthority.org	412-422-2000	http://www.portauthority.org/paac/default.aspx	T25-T29